



Ministry of
JUSTICE

National Offender
Management Service



WARWICKSHIRE

EQUALITY SCHEME 2009-11

WARWICKSHIRE PROBATION BOARD

Launched March 2009

Updated June 2009, October 2009



INVESTOR IN PEOPLE



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Foreword

This Equality Scheme sets out how Warwickshire Probation Board will meet its duties under the Race Relations Amendment Act 2000, the Disability Discrimination Act 2005, and the Equality Act 2006. It meets the requirements to develop an Equality Scheme, bringing the three areas together without losing focus on any specific needs.

Warwickshire Probation Board is only required by law at this time to publish a scheme relating to race, disability and gender, however, Warwickshire Probation's commitment to equality is wider. It also encompasses age, religion and belief, and sexual orientation. The scheme is influenced by Warwickshire Probation Area's Equality and Diversity Policy, which states that:

"Warwickshire Probation aims to ensure that no person will be treated less favourably on the grounds of colour, race, nationality, ethnic or national origin, gender, parental status, dependants, disability, age, religion, trade union or political beliefs, employment status, sexual orientation, gender history. Furthermore, the organisation will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals on any of the above grounds".

Achieving Equality presents challenges to the way in which services are organised and delivered. It will take time and commitment to achieve our goals. We intend to develop and accelerate the processes which are already in place to enable us to identify and address inequalities.

The National Offender Management Service is undertaking a demanding programme of change. This presents a number of opportunities to ensure that equality and diversity are incorporated into both the design and implementation of any changes.

This Scheme therefore encourages us to think beyond constraints and barriers, to challenge ourselves to find new ways of working that enable Warwickshire Probation to deliver real and lasting change for the offenders we supervise, in the environments in which we work, and for the communities that we serve.

Liz Stafford
Chief Officer, Warwickshire
Probation Area

March 2009

Introduction

1. Background

This is Warwickshire Probation Area's first Single Equality Scheme. It describes how our organisation will fulfill its statutory duties to promote equality of opportunity and avoid discrimination, placing the promotion of equality and diversity at the centre of our work, in the building of an excellent Probation Service. The Scheme will be effective as of 1 April 2009.

The Scheme is intended to meet our duties previously contained in separate race, disability and gender equality schemes, using the work undertaken in preparing these. It uses the common ground between the three to create a consistent approach, whilst ensuring that the distinctive requirements that were a focus of the individual schemes and the individual duties are also included.

The Scheme also aims to take account of the requirements of the Employment Equality Regulations relating to Religion or Belief, Sexual Orientation and Age, and other relevant legislation. Although the requirements flowing from these new regulations are more limited, we are committed to implementing this Scheme in an inclusive way, acknowledging that further action may be required in these areas.

Warwickshire Probation Board is committed to ensuring that in all its functions it avoids discrimination on these grounds. We also accept that we should treat these areas in the same way as we do race, gender and disability and pro-actively seek to promote equality and diversity. We have therefore given these areas explicit recognition in this Equality Scheme.

2. Human Rights

This Equality Scheme, like the schemes for race, disability and gender which it encompasses, has at its core a commitment to human rights. The creation of a single body, the Equality and Human Rights Commission, has integrated institutional support for human rights and equality. This follows the Human Rights Act 1998 which incorporates the European Convention on Human Rights into law.

For public authorities such as Warwickshire Probation, the Act makes it a legal duty for its practices and procedures to be compatible with Convention rights. Warwickshire Probation recognises that failure to comply and respond appropriately to the Act could seriously harm the reputation of the service.

3. Our Vision & Values

Warwickshire Probation Area sees equality of opportunity and the valuing of diversity as central to the aims of protecting the public and rehabilitating offenders. We will make fairness and inclusion fundamental to everything we do to ensure that our:

- services are designed to be inclusive
- workforce reflects the diversity of the communities we serve
- our staff and partners are equally respected and valued

Warwickshire Probation has a set of values that underpin the way in which we work:

Change: We have a strong belief in the capacity of people to change.

Harm: We will take an uncompromising stance against the harm caused by crime.

And

Responsibility: We believe that everyone is responsible for their actions.

Respect: We will treat everyone fairly, openly and with respect.

Diversity: We value and celebrate diversity and value the uniqueness of each individual.

Excellence: We strive for organisational excellence through learning from experience and continually improving everything we do.

4. Our Commitment

Our Equality Scheme is evidence of Warwickshire Probation Area's commitment to comply with the legal duties placed on public authorities. In pursuing this commitment, the Warwickshire Probation Board will seek to work to eradicate discrimination, and to promote equality and diversity throughout all activities, including:

- the workplace
- the delivery of services to both Victims and Offenders
- working with partner organisations
- engaging with local communities and stakeholders
- commissioning/contracting services from external organisations

To achieve this we will:

- Work in partnership with all communities and other local services to 'protect from harm' the communities that we serve.
- Deliver our services to meet the needs of all service users.
- Listen to our staff and the local community in the development and delivery of our services
- Ensure equality and diversity are fully mainstreamed by considering them in all business decisions and including appropriate responsibilities in all job roles.
- Develop an inclusive culture in which everyone treats all

colleagues and service users with dignity and respect.

- Ensure all its policies, processes and practices are open and transparent and have undergone equality impact assessment.
- Value and support a diverse workforce through our commitment to fair and transparent recruitment and employment policies, practices and processes.
- Train, support and develop our staff in equality duties and diversity

5. Leadership

We recognise that in order to embed equality into everything that we do, there has to be robust leadership and support at the top of the organisation.

Warwickshire Probation is governed by its Board, which amongst its functions is responsible for the monitoring of Equality and Diversity. Although a collective responsibility of the Board, a member of the Board with significant professional diversity experience, has been appointed as the Board Champion for Diversity.

The Board has a Human Resources, Diversity and Communications Committee who will review progress of the scheme.

The ACO with lead accountability for Equality and Diversity is a member of the Chief Officer's Area Executive Team.

The development of diversity practice is managed by the Staff Development Manager.

The Area has an Equality and Diversity Group with the role of developing and monitoring the diversity strategy, including advising on appropriate staff training.

Examples of our commitment include:

- The Board, senior and middle managers being required to demonstrate they have an understanding of the principles of diversity and equality. This is supported by attendance on training programmes.
- All managers have at least one diversity objective included in annual personal objectives.
- The Board and managers ensure the Area's equality of opportunity procedures in relation to recruitment, selection and retention of staff are followed and receive an annual staffing report.
- The annual staff survey also monitors staff views on occurrences of discrimination and measures the ability of the organisation's ability to respond to those events.
- The Board sponsors the Warwickshire Race Equality Partnership both financially and with support for their Board. This provides a direct link to many of our local communities.

Probation Services

6. Warwickshire Probation Area

Warwickshire Probation Area covers the whole of Warwickshire and works in partnership with other agencies and organisations across the county.

Warwickshire has a population of just over 500,000 with the highest population density in Nuneaton and Bedworth, Rugby, Leamington, Warwick and Stratford. The County is a two tier authority with Warwickshire County Council as the first tier with the five District Councils of North Warwickshire, Nuneaton and Bedworth, Rugby, Warwick and Stratford. The BME population is currently estimated to be 9% including Irish and other White categories.

The Probation Service works with people who have committed a wide range of offences. We work to

- Manage community and custodial sentences
- Provide information to Warwickshire's courts to help sentencing decisions
- Safely supervise people serving their sentence in the community
- Prepare prisoners for release, and supervise them on licence afterwards
- Liaise with victims of serious crime

There is a budget of over seven million pounds which is primarily funded by a

grant from the National Offender Management Service

Warwickshire Probation Area provides advice and guidance to the Courts and manages the punishment and rehabilitation of offenders under orders laid down by the Courts. It is one of our responsibilities to ensure that offenders, who are sentenced to Community Orders by the Courts, or released from prison sentences on licence, comply with the requirements of that order or licence.

Offenders who committed offences after April 2005 are now subject to one Community Order with different requirements. There are 12 possible requirements:

- Unpaid work
- Accredited Programme
- Drug rehabilitation
- Alcohol treatment
- Mental Health Treatment
- Supervision
- Residence
- Specified Activity
- Prohibited Activity
- Exclusion
- Curfew
- Attendance Centre

Whilst supervising offenders we work with them to challenge their attitudes and change their behaviours in order to minimise the risk they pose to the public and to reduce the likelihood of them re-offending. We also work with offenders to ensure that they understand the impact of their behaviour on victims of crime and

work with the victims of serious violent and sexual offences to ensure they are kept informed.

Overall at any one time there are about 1900 offenders supervised by Warwickshire Probation of whom:

- 10% women
- 8% Black or Minority Ethnic
- 11% with declared disabilities

Monitoring of disability for Offenders has indicates that we gain information from around 70% of offenders (with a target of 95%). Recent work with the Shaw Trust has enabled identification and support for 'hidden' disabilities. Therefore we expect this figure to significantly increase.

This has provided support for offenders with dyslexia, dyspraxia and learning difficulties. Reasonable adjustments have also included alternative locations for meeting offenders in response to the accessibility of some of our buildings

In our Strategic Plan for 2008-09 we plan to employ the full-time equivalent of 156 staff. This will reduce to 142 staff over the next 12-18 months.

The Area currently employs around 180 staff of whom are:

- 22% part-time
- 68% women
- 12% Black or Minority Ethnic
- 10% receiving one or more 'reasonable adjustment' in order to

remove barriers to work for disabled people

Over 7% of our workforce now uses Assertive Technology to some extent in order to enable use of computer systems. Software tools include applications to assist with voice recognition, text reading and dyslexia support software. A wide range of hardware is used including: specialist laptop computers, computer screens, keyboards, dictaphones and headsets. In addition, we implement a wide range of reasonable adjustments from flexible working to changes in job role.

Breakdown into gender differentials have been excluded from this scheme due to low numbers which may identify individuals. This information is available through WPA HR unit.

We have learned that all reasonable adjustments need to be tailored to the needs of the individual. Reasonable Adjustments in place for offenders include flexibility regarding time and location of appointment, home visiting and texting appointments the day before

We have identified a member of the Information Unit as the lead on assistive technology and whose role involves active participation in the (probation) national assistive technology group. This ensures that as a small organisation we can benefit from the learning of a much wider group of users working in the same area.

Data unavailable to be published due to low number of staff recruited, promoted and leaving each year.

7. National Offender Management Service

The work of the Probation Service is part of the National Offender Management Service (NOMS) which is an agency of the Ministry of Justice.

The work of NOMS encompasses the work of both the Probation and Prison services.

Full details of the NOMS Strategic and Business Plans 2009-11 are available at:
<http://www.justice.gov.uk/publications/noms-strategic-business-plans-2009-11.htm>

8. Roles and Responsibilities under the Scheme

Warwickshire Probation Area is committed to continual review of the approach to Diversity within the organisation, and the publication and regular review of this Equality Scheme.

Ultimately, the responsibility for delivering change at a local level rests with the Chief Officer and Board Chair, as operational executive and employer representatives respectively.

Operationally the ACO Business Support has responsibility for diversity, assuming therefore the role of

Diversity 'Champion' within the organisation.

The development of diversity practice is managed by the Staff Development Manager who will project manage the implementation of the SES action plan and any other related developments.

9. Core Functions

Warwickshire Probation undertakes to provide a range of services directly to offenders and to victims of serious crime. These services are specified by NOMS and delivered under the Service Level Agreement with the (regional) Director of Offender Management.

- **Offender Management** - Public protection and the reduction of offending are key aims for the probation service and effective offender management is the process by which we achieve this. Offender management covers all probation activities in order to ensure that, based on comprehensive assessment of risk of harm and likelihood of re-offending, the right resources are in the right place at the right time. The outcome of this being that an individual offender has the best possible opportunity to reduce their re-offending.

The Area has developed guidance on working with Women and also for BME offenders.

Our Black and Asian staff group has developed relevant and appropriate

guidance for working with racially motivated Offenders. **Offenders whose first language is not English are offered support and provided with interpreters when needed**

The critical equality priority is the presentation of reports for the courts. The service has a rigorous training and quality control processes in place to ensure that these are fair and do not result in adverse outcomes.

- **Interventions** - To support the reduction of crime we provide high quality, cost effective interventions (for example: accredited programmes, unpaid work, provision of approved premises) that meet the assessed needs of offenders. Interventions can be delivered in-house, by direct contracting provision or by services jointly commissioned with our partners.

The critical equality priority is to ensure that group based activities achieve equal outcomes.

Where reasonably practical for example, in community payback work activities are aimed at the needs of the offender. Feedback is sought from all offenders and successful completion rates are

monitored and reviewed to ensure equal outcomes. Accommodation for offenders is accessed through 'Supporting People'. This is provided by the County Council who also work towards achieving equal outcomes.

- **Victim Contact** - Since 2000 we have had a statutory duty to consult with and notify victims about the release arrangements of offenders serving 12 months or more for a sexual or violent offence, signalling the placement of victims as important partners in the criminal justice process. We currently deliver this service with Warwickshire Police through the 'Victim Information Partnership'. **The critical equality priority is to ensure that the opportunity to use this service is not biased by equality group.**
- **Human Resources and Staff Development** - Through the deployment of a cost effective, professional human resource service we ensure organisational ability to deliver the right services to the right people at the right time by the right people with the right skills. This includes how we advertise vacancies and how we recruit, develop, train, reward, promote and support the people who work for Warwickshire Probation Area.

There are a comprehensive range of policies, practices and continuous monitoring which indicates that there are currently no adverse outcomes. However, the annual staff survey indicates:

- that there are a small number of staff who have chosen not to declare their disability
- A number of staff state that they have experienced discrimination at work; gender (9%); age (9%); race (4%); disability (6%)

The critical equality priority is to ensure that staff are able to influence policy development and that equality is effectively promoted.

- **Finance, Commissioning and Procurement** - Through effective financial planning and management we ensure the financial resources are available for direct provision, partnering and commissioned provision of services. Where we commission external organisations and agencies to carry out any part of our functions it is incumbent upon them to comply with the equalities duties placed upon us.

Due to the national outsourcing of property and IT, there is relatively limited procurement of goods and services.

The critical equality priority is to ensure that partnerships are

established fairly and with organisations that can demonstrate their commitment of equal outcomes.

- **Estates** – We ensure the effective provision of accommodation that meets the needs of staff, partners and service users. A key priority for our current estates strategy is to make the improvements in physical access for disabled people.

The critical equality priority is to ensure that there is improved physical access to and from our buildings.

- **Information Management** - The provision of a high quality, professional information service enables the organisation to function on a strategic level as well as providing information and analysis to support the targeted deployment of resources to best meet the needs of the organisation and the communities we serve.

Developing the Scheme

10. General and Specific Equalities Duties

Like other public authorities Warwickshire Probation Area has legal responsibilities to address discrimination and promote equality on the grounds of disability, gender and race. These responsibilities are referred to as the three General Duties to promote equality.

Creating and publishing an equality scheme is one of several Specific Duties we and other public authorities must do to show how we will meet our legal requirements under the equality duties.

As part of developing this equality scheme, we want to extend its coverage to our responsibility for promoting age, religion or belief and sexual orientation, as well as human rights. These areas of our work are not covered by the existing duties to promote equality but it is our intention that we should apply the same high standards to everything that we do.

Below are listed the requirements of each equality duty. Each has been given a number so that we can show in our specific objectives and associated action plan which actions relate to which requirements.

10.1 Under the Race Equality Duty we must work to:

1. Eliminate unlawful discrimination
2. Promote equality of opportunity
3. Promote good relations between people of different racial groups

10.2 Under the Disability Equality Duty we must work to:

4. Eliminate unlawful discrimination
5. Eliminate harassment of disabled people that is related to their disabilities
6. Promote equality of opportunity between disabled people and others
7. Take steps to take account of disabled people's disabilities, even where that involves treating them more favourably than others
8. Promote positive attitudes towards disabled people
9. Encourage participation by disabled people in public life

10.3 Under the Gender Equality Duty we must work to:

10. Eliminate unlawful sex discrimination
11. Eliminate unlawful harassment
12. Promote equality of opportunity between men and women

The requirements to eliminate unlawful sex discrimination and harassment also include discrimination and harassment on the basis of gender reassignment. Examples of policies and practices to

promote equality awareness include our Diversity Policy, Code of conduct policy and Gender Equality Scheme outline expectations of behaviour and all staff undertake diversity and disability training.

All staff has access to these policies and procedures, in cases where the above guidance has not been followed staff can pursue harassment and bullying via the Grievance or Harassment policies, which are accessible to all staff.

Organisational values are cascaded to all staff on induction and should be incorporated into the supervision and appraisal process.

11. Involvement and Consultation in Developing the Scheme

As a service we actively engage with other organisations involved with reducing re-offending and protecting the public. We participate in Community Forums to ensure that we are listening to the public. Specific examples include:

- Working with Warwickshire Race Equality Partnership to respond to the needs of minorities in the county. We provide funding to support this work which has been particularly innovative around identifying issues around new and emerging communities and are the voice of BME communities in rural areas.
- We set targets for our Community Payback projects to work with BME communities in order to promote

the sense of 'justice seen, justice done'. This enables a constructive dialogue with community groups around the punishment of offenders and the wider work of the probation service.

- Making contact with local charities who work with disabled people.
- We promote participation of staff in local community groups (e.g. faith forums).
- Management ensures active participation in regional and national policy groups, for example, ensuring equality of service to women offenders.
- All groups are managed within the Community Payback unit. Tailor made programmes can be designed to accommodate the needs of the community it serves. There is ongoing monitoring and evaluating of work programmes in order to assess suitability and responsiveness of the offender and the provider. Lone placements and groupwork programmes are catered for. Women and BME offenders are assessed placed according to their risk, need and availability of placement.

The service set up a Disability Forum to consult on Disability issues for both staff and service users. This identified a number of priorities which were detailed in our annual report of the

Disability Equality Scheme. The priorities identified were:

- (a) Review working practices for identification of hidden disabilities for both staff and offenders. Making greater use of surveys, particularly to gain feedback from offenders.
- (b) More detailed analysis of monitoring of outcomes for disabled service users.
- (c) Launch disabled staff support group (Disability Action Group)
- (d) Continue to develop and deliver training, to consider delivering another round of disability equality training to staff.
- (e) Continue to share and identify good practice by working with other local and national organisations.
- (f) Review of reasonable adjustments to identify gaps and facilitate organisational learning.
- (g) Continue to develop support for users of Assistive Technology including keeping up to date and pooling of knowledge in the region.
- (h) Review of Policies including: Diversity (review policy); Stress Management (review policy); and Reasonable Adjustments Policy (Post Implementation Review)

The previous separate Race, Disability and Gender Equality Schemes were each developed on the basis of some internal and external consultation. This single Scheme has been developed within a relatively short time which has

impacted on the extent to which consultation was possible for the overall scheme.

This scheme has been developed in parallel with the National Offender Management Service who are developing the overarching scheme. Once this is available, this scheme will need to be reviewed to ensure full alignment of the plans.

Within two months of initial publication, we have consulted locally with:

- Warwickshire Probation Area Equality and Diversity Group
- Warwickshire Probation Area staff groups and trade unions. Including: Disabled Staff Action Group; and the Black and Asian Staff Group.
- Warwickshire Probation Area Board Members
- Warwickshire Race Equality Partnership
- RNIB (“supporting blind and partially sighted people”) and requested feedback from MIND (“for better mental health”)

In addition NOMS will be consulting with national staff groups including:

- Association of Black Probation Officers (ABPO)
- LAGIP (Lesbians, Gay Men, Bisexual and Transgendered Individuals in Probation and CAFCASS).
- National Disabled Staff Network (NDSN)

In moving towards this Equality Scheme we have come to realise, however, that we need to develop a wider framework to include more of our external stakeholders in the consultation process.

12. Monitoring Policies and Functions for Adverse Impact

Appendix B lists the primary functions and policies together with the potential impact, whether positive or negative, to each diversity strand.

Warwickshire Probation Area has a wide range of well established, computerised monitoring systems, which have been developed over a long period: these cover all aspects of service delivery and staffing.

During 2008, the National Offender Management Service implemented a Human Resources 'data warehouse'. This will be the main system for monitoring staff. It is envisaged that in the future, the system will be able to be used to aid comparison across other Probation Areas.

The National Offender Management Service sets a range of annual targets across all aspects of organisational performance, including equality and diversity. Monitoring data is clearly segmented in accordance with equality & diversity strands, though we realise that there remains more to be done, particularly in integrating those 'newer

strands' that this Scheme seeks to develop.

The Area's performance management framework sets out the cycle for monthly, quarterly and annual reviews of objectives, with each of these fed by performance data. There is a hierarchy of measures linked to this reporting with most emphasis placed on a critical few, but also a wider range of enabling measures (around 70 indicators) are monitored on a monthly basis. Again a key component is to ensure diversity is built into all our monitoring, research and learning. These indicators are then investigated further in the event of any adverse trends.

All Board and Management decisions include a review of the equality impact of the change. All new and revised policies are screened using the equality Impact Assessment form (Appendix A)

Examples of EIA undertaken in 2009 have included policy revisions for: Travel Policy; Diversity; Procurement; Offender Management Model of Delivery. These are available on request.

Probation Areas are subject to external review by HM Inspectorate of Probation (HMIP) which reports directly to Government Ministers. In October 2008 Warwickshire was inspected as part of the Offender Management Inspection (OMI) Programme and, which included inspection of activities in relation to

service diversity issues - the full report is available at:

http://inspectrates.homeoffice.gov.uk/hmiprobation/inspect_reports/omi-inspections.html/Warwickshire_OMI_report.pdf

Objectives to improve performance as detailed in the OMI report have been included in the an OMI Action Plan and as appropriate actions will be included in the Action Plan appended to this Equality Scheme.

Warwickshire Probation Area employs a wide range of mechanisms to assist in the data collection process and these include the following:

- Equal Opportunities monitoring forms which all staff are expected to complete
- Disabled monitoring for all staff, including at recruitment, induction and ongoing.
- Offenders' DDA monitoring form – relevant disability code is entered onto the offender's case management record.
- Offenders ethnic monitoring
- National Standards (2007) for the Supervision of Offenders
- Annual Staff Surveys – which asks specific questions about organisational commitment to equality together with more detailed assessment of individual experiences of discrimination?

- Stakeholder surveys including: victims, offenders, and sentencers.
- Research and review of national data, trends and reports.

Monitoring of disabled people includes analysis of type of disability to ensure that there is a distinction between disabled people with physical and sensory impairments and those with mental health and learning difficulties, since their needs will be quite different.

The monitoring form identifies all disabilities whether the person consider that it falls within the terms of the definition described in the Disability Discrimination Act 1995.

Probation Areas use the 2001 Census classifications of ethnicity (16 + 1) and will take into account the requirements of the Data Protection Act when collecting, storing and analysing information.

The above data and feedback is analysed to ensure that:

- The intention of policy is reaffirmed and still takes into account equality issues
- There are no unintended consequences in design or implementation of policies, procedures or working practices.
- Any disproportionate trends or patterns are identified

- There is sufficient investigation of any complaints which have an equalities or human rights dimension.

13. What Happens Next

Our Equality Scheme is a living document, the creation of which is not the end of the process. Over the next three years we will be developing more functions and policies in relation to the general and specific equality duties. We will also use this scheme as a basis from which to develop ways to involve and include people in creating our next Equality Scheme.

14. Providing us with feedback

We welcome feedback on our Equality Scheme. Comments on Warwickshire Probation Area's Single Equality Scheme should be addressed to:

Andrew Powell
ACO Business Support
Warwickshire Probation Service
2 Swan Street
WARWICK
CV34 4BJ

www.warwickshireprobation.org.uk

[andrew.powell@warwickshire.probat
ion.gsi.gov.uk](mailto:andrew.powell@warwickshire.probat
ion.gsi.gov.uk)

Telephone: 01926 405813

Further details

15. Publication and Review

Warwickshire Probation Area is committed to open access to information within the context of the Freedom of Information Act and will make relevant information available to the public in a variety of media.

The Scheme will be published on the website (warwickshireprobation.org.uk) and available in a number of alternative formats on request (including large print, Microsoft Word, Adobe Acrobat 'PDF' file).

The Freedom of Information Act (FOI) encourages public organisations to publish more information and promote a greater culture of openness. The Act gives members of the public a general right of access to all types of recorded information held by public authorities. However, there are also a number of exemptions covering information that can be withheld (for instance personal information covered by the Data Protection Act or information which if disclosed might put someone's health or safety at risk).

Warwickshire Probation Area maintains an FOI Publications Scheme, which is a list of the types of information which will usually be made freely available to the public. Much of this information will be published on our website which has been redesigned so as to improve

accessibility. This Equality Scheme will be made available for download.

Public authorities must set out arrangements for publishing the results of any assessment, consultations and monitoring, to see whether policies have an adverse impact on disability, gender and race equality. We have done much in this regard already but the work remains ongoing as we strive for continuous improvement.

Information on policies, procedures and organisational change is communicated to staff via the intranet, e-mails, various manager's meetings and team meetings. Work has recently been undertaken to update and develop the website to enable easier access to a range of documents.

15.1 Information Sharing

Equality and diversity considerations will be taken into account and reflected with regard to legislation and the confidential use and exchange of personal information acquired regarding both staff and service users. We will have in place appropriate policies and procedures to ensure that personal information within the care of the Warwickshire Probation is used within the context of the relevant legislation, in particular the Data Protection Act 1998.

Staff and partners party to this Equality Scheme recognise the sensitivity of information relating to all

individuals (as detailed in our Equal Opportunities Policy Statement) and will adhere to the requirements of Schedule 3 of the Data Protection Act 1998 in respect of such information.

16. Assessing the Impact of Policy and Functions

Equality Impact Assessment (EIA) is the vehicle for assessing whether or not a new or existing organisational policy has the potential for adverse impact on particular groups or individuals. Policy is a broad term which includes strategy, functions and practices and can be unwritten procedures as well as formal written ones. EIA must be carried out on any aspect of probation work which has an impact on service users or staff.

This section broadly outlines our approach to EIA. We have had an EIA process in place for some time but have recently taken the opportunity to review and revitalise this to ensure that it remains fit for purpose and relevant to this Equality Scheme. The revitalised Equality and Diversity Toolkit as listed in the Appendices has been separately published for ease of review and update.

The process will be used to:

- Review an existing function, policy or practice
- Develop a new function, policy or practice.

The aims of EIA are:

- To identify any potential for unfair treatment or adverse impact in the way the policy or practice is implemented on any groups (in respect of disability, gender, race, faith or belief, sexual orientation or age).
- To promote good relations in conducting probation business
- To promote equality
- To identify potential discrimination and opportunities for promoting equality.
- To comply with the general duties relating to disability, gender and race equality and other diversity strands.
- To meet legal requirements in the equality legislation and protect the service providers from legal action
- To improve the quality of service delivery work overall and produce a real benefit for all concerned.

Warwickshire Probation, as a public authority, must set out arrangements to monitor organisational policies for any adverse impact in relation to disability, gender and race equality. In this respect there is a requirement that improvement groups assess any proposed change against a nationally agreed impact grid. Thus, the specific needs of a diverse workforce are incorporated into planned changes.

All new policies and procedures are subject to EIA and as part of this Equality Scheme identified members of staff and Warwickshire Probation

Board will receive internal quality audit training and EIA training. This will enable the Area to conduct regular audits and take action necessary to address any adverse impact identified.

The service has a policy that all policies will incorporate an equality

impact assessment based on the NOMS EIA template. This shall be completed by the Policy author.

Warwickshire Probation Service
2 Swan Street
WARWICK
CV34 4BJ

March 2009

Our Action Plan

WARWICKSHIRE PROBATION AREA - EQUALITY SCHEME ACTION PLAN

Our Action Plan

WARWICKSHIRE PROBATION AREA - EQUALITY SCHEME ACTION PLAN

BOARD GOVERNANCE				
Outcomes	Actions	General Duty Relevance	Deadline	Responsibility
A culture of equality is developed in which all staff believe that they are being treated equally well	<ul style="list-style-type: none"> Feedback sought through annual staff survey and annual appraisals. Annual Staff Survey Action Plan 	1 – 12 plus newer strands	Annually, December	Chief Officer
Chief Officer, Board Chair, and ACOs model commitment to Equality and Diversity. Board demonstrates its effective governance of and adherence to the Equality Scheme	<ul style="list-style-type: none"> Board Members understand the Equality Scheme legal duties and the local priorities and plans. Board seminar and training to be undertaken. Board receives and acts on annual progress reports of the Equality Scheme Action Plan 	1 – 12 plus newer strands	December 2009 Annually	Board Members ACO Business Support
Board is satisfied it has done everything possible, within the constraints of the NOMS national property strategy, to ensure compliance with the provisions of the DDA	<ul style="list-style-type: none"> Conduct a further review of all WPA property to investigate the feasibility of further improvements Discuss the results of the above review with NOMS, pressing for further changes as required (NOMS is undertaking a condition survey of all properties during 2009) Document changes in the annual review of the Estates Strategy 	4 - 9	Annually, March	ACO Business Support
Maintaining full compliance with equalities legislation through the transition to being a Probation Trust (planned for April 2010).	<ul style="list-style-type: none"> To be included in the Transition to Trust Project Plan and monitoring for the Transition Project (including EIA of the implementation plan). Ensure that, as the transition process continues, equality and diversity issues are subject to continuous monitoring and impact assessment 	1 – 12 plus newer strands	Annual review	ACO Business Support
Meeting the requirements of equality	<ul style="list-style-type: none"> Re-launch the Equality and Diversity Policy and 	1 – 12 plus newer	July 2009	Staff Development

and related legislation through strategic action	<p>introduce the concept of the 'Diversity Champions' in each Service Area.</p> <ul style="list-style-type: none"> ▪ Work with Unions, Staff Support Groups, Warwickshire Race Equality Partnership and other Probation Areas/Trusts in the West of Midlands Region to review progress (of Equality Scheme objectives) and advise future action 	strands	Annual review	Manager
Take actions specifically to promote Race (including ethnicity and nationality) equality	<ul style="list-style-type: none"> ▪ Review effectiveness of practice guidelines in respect of relevant Probation Circulars and other directives ▪ Continue to support the work of Warwickshire Race Equality Partnership. To utilise advice and support. 	1 – 3		<p>ACO Offender Management ACO Interventions</p> <p>Staff Development Manager ACO Business Support</p>

SERVICE DELIVERY

Outcomes	Actions	General Duty Relevance	Deadline	Responsibility
Evidence of diversity being an integral part of the general practice of staff	<ul style="list-style-type: none"> ▪ ACOs ensure that Diversity objectives present within their Divisional and Team Plans. 	1 – 12 plus newer strands	May - annually	All ACOs
The assessment of offenders takes account of diverse needs	<ul style="list-style-type: none"> ▪ Review the process for capturing evidence of integration of diversity into assessments (e.g. OASys, CRAMS, and associated systems). Ensure that the new quality assurance process in relation to diversity practice in individual cases. ▪ Review the range of interventions currently provided and include in the Review of the Reducing Reoffending Action Plan. 	1 – 12	March 2010	<p>ACO Offender Management</p> <p>ACO Interventions</p>

<p>The risk of harm posed by perpetrators of hate crime and domestic violence is reduced (Extend approach taken in respect of race to include all diversity strands)</p>	<ul style="list-style-type: none"> ▪ Review Hate Crime Guidance building on Warwickshire Police initiative and National Probation materials. As appropriate, Hate Crime Guidance to be incorporated into Learning & Development Plan ▪ Consult Staff Groups for their feedback of the implementation of the procedures for dealing with Racially Motivated Offenders. 	<p>1 – 12</p>	<p>December 2010</p>	<p>ACO Offender Management Staff Development Manager</p>
<p>Improve service user consultation and involvement</p>	<ul style="list-style-type: none"> ▪ Implement actions to increase consultation and feedback as detailed in the OMI action plan (including focus groups and service user and stakeholder surveys). Annual report of stakeholder feedback to the Board. 	<p>1 – 12</p>	<p>January – annually</p>	<p>Chief Officer ACO Business Support</p>
<p>All offenders are provided with information regarding services they need in an accessible format</p>	<ul style="list-style-type: none"> ▪ As part of the continual process of review and publishing of information to Offenders, ensure that information is available in a range of appropriate formats, and the need for translation and interpretation services to suit individual requirements is considered. 	<p>1 – 12 plus newer strands</p>	<p>Ongoing</p>	<p>Offender Management, ACOs and Area Manager</p>
<p>The take-up and outcome of victim contact is broadly similar across all groups</p>	<ul style="list-style-type: none"> ▪ Review monitoring systems which will facilitate regular comparison of take-up rates (as part of the implementation of new arrangements within the Victim Information Partnership). ▪ Ensure that communications with victims are available in a variety of paper and electronic formats, and the need for translation and interpretation services to suit individual requirements is considered 	<p>1 – 12 plus newer strands</p>	<p>December 2009</p>	<p>ACO Offender Management</p>

Ensure the application of the Offender Management model takes full account of equality and diversity issues	<ul style="list-style-type: none"> ▪ Monitor the diversity of service users, and demonstrate how the analysis of that data informs service delivery. This will be included in the agenda of the Performance Management Meeting and the Human Resources, Diversity and Communications Board Committee. ▪ Audit and take remedial action where identified as necessary in respect of: <ul style="list-style-type: none"> - the application of OASys - court reports and proposals - sentence planning and case management - the application of processes for compliance and enforcement 	1 – 12 plus newer strands	Annually	ACO Offender Management
Take actions specifically to promote disability equality	<ul style="list-style-type: none"> ▪ Review the quality of monitoring of disabilities (following work with the Shaw trust, with a focus on 'hidden disabilities'). ▪ Review the effectiveness of the Mentally Disordered Offenders Scheme. 	4 – 9	May 2010	ACO Offender Management ACO Interventions
Take actions specifically to promote gender equality	<ul style="list-style-type: none"> ▪ Implement the local action plan for the NOMS 'Good Practice Guide for Women Offenders'. (including the findings from the Corston Report). 	10 – 12	Launch March 2009	ACO Offender Management

DEVELOPING THE EQUALITY SCHEME

Outcomes	Actions	General Duty Relevance	Deadline	Responsibility
Equality Scheme Action Plan is suitably progressed	<ul style="list-style-type: none"> ▪ Equality and Diversity Group assume responsibility for monitoring of progress against Action Plan. Review annually in September to incorporate into annual review completed by December. 	1 – 12 plus newer strands	September annually.	Staff Development Manager
The Equality Impact Assessment process that supports this Equality Scheme is robust, wide-ranging and	<ul style="list-style-type: none"> ▪ Re-launch the revised EIA process ▪ Provide training on impact assessment for managers, 	1 – 12 plus newer strands	December 2009 Ongoing	Staff Development Manager

inclusive	<p>ACOs and Board members with particular responsibilities in this area</p> <ul style="list-style-type: none"> Continue to ensure that all new policies and service changes are appropriately impact assessed prior to Board Approval Summary list of EIAs to be published with the review of the first year of the SES. (All EIAs to be available on request) 			Chief Officer
Implementation of staff consultation	<ul style="list-style-type: none"> Continue process of Area wide staff consultation events and Staff Care Group with inclusion of diversity specific questions. 	1 – 12 plus newer strands	Quarterly	Chief Officer
Implementation of stakeholder consultation	<ul style="list-style-type: none"> Consult and gain feedback on this Equality Scheme 	1 – 12 plus newer strands	December 2009	AET – to consult with link partner organisations
Meeting the specific duty on employment	<ul style="list-style-type: none"> Carry out annual staff survey. Identify any gaps on equality in the action taken and take steps to cover those gaps as appropriate 	1 – 12	September, annually.	ACO Business Support
Take actions specifically to promote Race (including ethnicity and nationality) equality	<ul style="list-style-type: none"> Review progress against existing Race Equality Scheme and Action Plan. 	1 – 3	September 2009	Staff Development Manager
Take actions specifically to promote disability equality	<ul style="list-style-type: none"> Review progress against existing Disability Equality Scheme and Action Plan. Improve the accessibility of the premises used by progressing the area's Estates Strategy and taking remedial action as necessary Ensure that all health and safety policies and procedures take full account of the wide range of disability that may arise from impairments and organisational structures (eg full implementation of Personal Emergency Action Plans). 	4 – 9	September 2009 Ongoing Ongoing	Staff Development Manager

Take actions specifically to promote gender equality	<ul style="list-style-type: none"> Review progress against existing Gender Equality Scheme and Action Plan. 	10-12	September 2009	Staff Development Manager
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MONITORING POLICY AND FUNCTIONS

Outcomes	Actions	General Duty Relevance	Deadline	Responsibility
Staff are able to influence development and implementation of policies and procedures as stakeholders	<ul style="list-style-type: none"> In addition to Trade Union consultation, ensure that staff groups are consulted during policy development (where there are potential diversity issues). Policy and procedure related feedback is extracted from Staff Consultation process (Chief and Chair meetings, Staff Care Group, and Staff Survey). 	1 – 12	ongoing	Chief Officer ACO Business Support
Assess functions and policies for relevance to equality by ensuring that there is a process of regular review of all policies.	<ul style="list-style-type: none"> Irrespective of any changes, each review to include an Equality Impact Assessment. 	1 – 12 plus newer strands	Ongoing	All policy authors.
Review existing evidence gathering and specified measures	<ul style="list-style-type: none"> Develop robust equality monitoring and reporting systems for both staff and service users. Report progress to Human Resources, Diversity and Communications Board Committee Implement area wide targeted exit surveys / interviews to monitor issues relating to race, gender, disability, age, sexuality and religion. 	1 – 12	Ongoing TBD	Human Resources Manager Information Unit Manager

PUBLICATION AND REVIEW

Outcomes	Actions	General Duty Relevance	Deadline	Responsibility
Partners and contractors are fully aware of this Equality Scheme	<ul style="list-style-type: none"> ▪ Partners and the wider general public understand the organisation's commitment to: <ul style="list-style-type: none"> - Valuing diversity - Service delivery that is fair and equal - Recruiting, developing and retaining diverse, competent, high-performing individuals - This will be measured through the annual stakeholder surveys. 	1 – 12 plus newer strands	Ongoing	ACOs Partnerships Manager
Availability of Equality Scheme and related information is clearly communicated	<ul style="list-style-type: none"> ▪ Equality Schemes are posted on the intranet and website together with annual reviews. 	1 – 12 plus newer strands	Ongoing	Staff Development Manager (with local Diversity Champions).
Communication with local communities	<ul style="list-style-type: none"> ▪ Ensure that Communication Plan includes consideration of diversity issues in the good news and case studies presented. 	1 – 12 plus newer strands	Ongoing	Chief Officer
Accessibility by staff and public to information and services	<ul style="list-style-type: none"> ▪ Ensure WPA's website continues to provide effective access to information about services, and in particular information related to Equality and Diversity 	1 – 12 plus newer strands	Ongoing	Information Unit Manager

HUMAN RESOURCE MANAGEMENT AND PEOPLE DEVELOPMENT

Outcomes	Actions	General Duty Relevance	Deadline	Responsibility
Improved data collation and monitoring	<ul style="list-style-type: none"> ▪ Review collection of staff data. Present Annual Staffing Report to the Board HR, Diversity and Communications Committee. ▪ Further develop the system to collect data not currently in scope (from all diversity strands) 	1 – 12 plus newer strands	December, annually	Human Resources Manager
Ensure equality of opportunity is experienced by all staff	<ul style="list-style-type: none"> ▪ Ensure effective equal opportunity practices are in place, and regularly reviewed (e.g. incidence of complaints and grievances on the grounds of diversity) 	1 – 12 plus newer strands	Ongoing	Chief Officer

	<p>related issues). To be monitored by the Chief Officer.</p> <ul style="list-style-type: none"> The experience of staff is positive (e.g. supervision, opportunities for development and career progression, general feelings regarding treatment etc.). Measured through the Staff Survey. 			
Establish training and development programme	<ul style="list-style-type: none"> Ensure Learning and Development Plan includes including further development in all equality areas Ensure that all training delivered continues to consider equality issues. 	1 – 12 plus newer strands	Annually (April)	Staff Development Manager
Take actions specifically to promote disability equality	<ul style="list-style-type: none"> Retain the 'Positive about Disabled People' Award 	4 – 9	Annually	Human Resources Manager
<p>Our infrastructure and working practices are accessible to all</p> <p>Our disabled staff are fully supported in all areas of their employment</p>	<ul style="list-style-type: none"> Annual Review of Reasonable Adjustments. Review the Stress Policy Post Implementation Review of the Reasonable Adjustments Procedure 	4 – 9	December 2009	Human Resources Manager
Take actions specifically to promote gender equality	<ul style="list-style-type: none"> Ensure gender pay is included in response to consultation in relation to future pay awards. 	10 – 12	Ongoing	ACO Business Support

PROCUREMENT AND PARTNERSHIPS

Outcomes	Actions	General Duty Relevance	Deadline	Responsibility
Area frequently consults with partners regarding their approach to diversity	<ul style="list-style-type: none"> Ensure that diversity is included in all reviews of contract performance 	1 – 12 plus newer strands	September 2009	ACO Business Support
Commissioned services reflect fully the assessed needs of offenders	<ul style="list-style-type: none"> Develop a three-year Commissioning Strategy with the aim of ensuring that the services we commission reflect the priority needs of offenders 	1 – 12 plus newer strands	September 2009	ACO Interventions
Establish procurement practices that require organisations providing us with	<ul style="list-style-type: none"> In line with our Service Level Agreement from the Director of Offender Management, ensure that: 	1 – 12 plus newer strands	September 2009	ACO Business Support

<p>goods and services to adhere to good practice as defined by equalities legislation and codes of practice.</p>	<ul style="list-style-type: none"> - contractors and partners will be clear regarding their need to comply with the equality duties when delivering public functions on behalf of WPA. - action is taken at each stage of the contract process to build in equality considerations - partner organisations are informed of WPA's equality duties and agreements arrived at on their implications for jointly delivered services 			
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Appendix A.



Equality Impact Assessment Toolkit

WARWICKSHIRE PROBATION AREA

Understanding Equality Impact Assessments

1

What is an Equality Impact Assessment (EIA)?

An EIA is a process designed to identify the positive or negative equality impact of an organisation's functions and policies on particular target groups (see Section 4). EIA processes Warwickshire Probation staff to:

- Gather information on the impact of their work and take action to improve projects, services and policies.
- Ensure that their practices and policies do not discriminate, promote equality of opportunity and promote good relationships between all groups

NB 'Functions and policies' refer to policies, strategies, projects or services.

2

Why do we carry out EIAs?

An EIA should be carried out:

- To support good practice, and ensure that no individuals or groups are excluded from, or adversely affected by the way we provide services.
- To ensure that we understand and consult the diverse communities we serve, and thus target our resources.
- EIA is a legislative requirement which applies to all public bodies.
- To inform our business planning processes and promote community cohesion

3

When should we carry out an EIA?

An EIA should be carried out:

- When an existing function or policy has been identified as having HIGH impact, or is critical to the operation, or is known to represent significant inequalities.
- When reviewing existing functions or policies, or developing new functions or policies.

NB - New functions or policies should take priority when planning FULL Impact Assessments. A

Judgment must be made about the scale or impact of any function or policy under consideration, and time and resources should be dedicated proportionately.

4

Who are the target groups?

The EIA process is designed to ensure that public bodies consider the impact of their provision on those people recognised by law as being at risk of discrimination or exclusion. Thus it refers to:

Race	Black and Minority Ethnic people, including Gypsies/ Travellers
Gender	Women, Men, and Transgender people
Sexual orientation	Lesbian / Gay / Heterosexual / Bisexual
Disability	People with a disability as defined by the Disability Discrimination Act 1995 – covers hearing impairment, visual impairment, physical disabilities, learning disability, mental health problems
Faith / Religion	Any religion or religious belief, but not philosophical or political belief unless similar to religious belief. This also covers non-believers.
Age	Children and young people, and older people

NB - For legislative background see Appendix 1. It is also important to consider in a Probation setting the diversity of people we work with beyond the above list. For example, people will differ in terms of health, wealth, employment, housing, whether they are geographically isolated, and not least, their caring and safeguarding responsibilities.

5

What is negative and positive impact?

Negative/adverse – such impact would disadvantage one or more equality target group (and could disadvantage one group more than another).

Positive – this impact would improve equal opportunities, or promote good relationships between different groups. Note must be taken of whether an initiative with a positive impact on one group has a potentially negative impact on another.

Neutral - such impact is neither positive nor negative, in which case a change to provide positive impact should be considered.

6

Why will carry out EIAs?

Each ACO is responsible for identifying policies, strategies or projects to be impact assessed based on their operational responsibility, as well as undertaking the Initial Screening.

All policies, strategies, projects, functions in each ACO should undergo an initial assessment to determine their relevance to meeting the equality duties and identify whether the proposals have a positive or adverse impact on diverse groups of people.

It is recommended that policy leads (i.e. those engaged in the writing of policy, strategy and practice guidance) attend EIA Training to ensure the assessment is undertaken correctly.

The Assessment Team should consist of more than one person, to ensure a range of views and expertise (e.g. a proposal affecting front line staff, or another ACO, should have their representative on the team). The team should be led by a senior manager or an EIA trained person they delegate to. Statistical/monitoring expertise in a team is useful. Employment based policies should be assessed by, or consulted on by those with HR expertise.

7

What is the difference between an Initial Screening and a Full Impact Assessment?

An Equality Impact Assessment is carried out to ensure that as much as possible is known about the impact of a function or policy on particular target groups. The prediction of future potential consequences makes this process similar to a Risk

assessment, thus it is best carried out by more than one person, and ideally involving stakeholders, including where relevant all types of staff representation. An initial screening should be carried out during the development or review stage and before final approval is obtained.

8

Initial Screening

Not all functions and policies require a Full Impact Assessment; the initial screening process determines whether there would be a differential impact on different target groups.

To do this, it takes account of known and newly researched information, specialist advice, and staff or stakeholder experience. If information is lacking, the process should continue, and data collection logged in the Action Plan.

There are three possible outcomes of the screening process:

- a decision on whether there is sufficient information to complete an Assessment
- the identification of potential or real adverse impact
- the identification of minor changes which might be enough to ensure that there is no negative impact

A Full Assessment is required if:

- the function or policy would result in disadvantage or negative impact of any target group
- the impact was not intentional and/or illegal as defined in the legislation
- the impact was seen as having high significance

9

Full Assessment

The Full Assessment provides clear information about potential negative impact identified by the initial screening, and demonstrates that research and consultation have been carried out. Consultation with internal and external stakeholders and diverse groups is likely to be necessary here, including staff representatives. Examples would be voluntary and community organisations, partner organisations, trade unions and staff associations and representatives of the equality target groups who would be affected by the function or policy.

Research data should be relevant to the project being assessed, be qualitative and quantitative and not just a collection numerical statistics. The end result is a SMART Action Plan to minimise or eliminate negative impact and where possible maximise positive impact. The full assessment should:

- Clarify the terms of reference and aims of the function or policy
- Show evidence of relevant data collection
- Assess the impact of the function or policy
- Consider alternatives
- Demonstrate consultation
- Recommend adoption of the policy of function with necessary changes, or other alternatives

NB Equality Impact Assessments must be made available for the public on request.

10

Quality Assurance

Set out the steps taken to ensure that the process is open and consistent.

Once the policy of function is approved by the senior management team, a hard copy of the signed equality impact assessment completed template, together with the policy of function outline should be published in accessible format. Say where it will be kept.

11

Publication

Publication is a legal requirement and forms part of the evidence of WPAs commitment to promoting equality and diversity. Assessment should be made available in a range of accessible formats.

Assessment should be published on internal and external websites, and provided on request as a hard copy for members of the public.

12

Monitoring

Monitoring activity on race, disability and gender is a requirement under current legislation, and alerts the organisation to whether action plans are being fully implemented and targets met. Consideration must be given to how regular information can be gathered and used for monitoring:

- Statistical evidence based on race disability gender etc; this could be about the take up of services, meeting targets, and other service outcomes
- Any mechanisms used for consultation
- How SMART action plans would be reviewed
- State who has responsibility for monitoring

EQUALITY IMPACT ASSESSMENT

Warwickshire Probation Area

PART 1 - INITIAL SCREENING

1. Date of Screening		
2. Officer(s) and ACO Responsible for Completing the Assessment		
3. Policy / Strategy / Function Author		
4. Policy / Strategy / Function Title <TITLE>	Y/N	This is a New Policy / Strategy / Function
	Y/N	This is a Change to an existing Policy / Strategy / Function
	Y/N	This is an Existing Policy / Strategy / Function

5. What is the main purpose or aims of the policy, strategy or function?

6. Who will be the beneficiaries of the policy, strategy or function? Has it been explained to them?	
7. Have you consulted on this Policy / Strategy / Function?	

8. Please complete the table below and give reasons/comments when:

- (a) The policy/ strategy / function/ project could have a positive impact on target groups or contribute to promoting equality of opportunity and improving relations between groups.
- (b) The function or policy could have a negative impact on a target group, i.e. disadvantage them in any way.

NB. If the impact is 'HIGH', complete Part 2 - a Full Equality Impact Assessment.

Target Group	Positive Impact HIGH / LOW	Negative Impact HIGH / LOW	Reasons / Comments / Benefits
Men			
Women			
Asian or Asian British people			
Black or Black British people			
White people			
Chinese people			
Any other racial/ ethnic group (please specify)			
Mixed Race people			
Gypsies and Travellers			
Asylum Seekers, Refugees/ Foreign Nationals			
Disabled People (please give details as to which group)			
Gay, lesbian and bisexual people			
Transgender people			
Age (consider impact on various age groups i.e. younger and older people)			
Faith groups (please specify)			

9. What actions could be taken to amend the policy, strategy or function to eliminate any minor negative impact?	
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10. If there is no evidence that the policy, strategy or function promotes equality of opportunity or improves relations between diverse groups, what minor adjustments could be made to achieve this?	
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11. Additional Information / Issues	
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12. Is a full Equality Impact Assessment necessary?: Yes No

If 'No', include following statement

“This policy was screened for impact on equalities on [Date]. The following evidence - [Evidence] has been considered. As a result of this screening, it has been decided that a full equality impact assessment is not required.”

Date completed:

Signed by Line/Senior Manager:

Date approved by Senior Management/Board:

PART 2 – FULL ASSESSMENT

1. Officer(s) and ACO Responsible for Competing the Assessment	
2. Name of Policy / Strategy / Function	

3. In Part 1 (Initial Screening), which diverse group were identified as being disadvantaged by the policy/ strategy / function / project proposals?

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender | <input type="checkbox"/> Faith/ religion |
| <input type="checkbox"/> Race | <input type="checkbox"/> Disability | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Gender identity | | |

4. Summarise the negative impact for each of the group

The next two questions must be completed, but only after examination of available data, consultation and if necessary, relevant research has been carried out to inform the response given.

5. What relevant research material, qualitative and quantitative data was obtained and what does it tell you? Please list:	
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6. What previous consultation has taken place or will take place as a result of the equality issues raised (either externally or internally)? (Please Note: trades unions, staff associations, staff, service users and external bodies should be included in the consultation process)	
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7. What information did the consultation provide about the negative impact of the policy, strategy or function? (N.B. Feedback the results of your involvement/ consultation to all participants including internal and external	
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<p>8. What changes do you propose to make to the policy, strategy or function as a result of the research and/or consultation?</p>	
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9. Are the planned changes to the function or policy intended to:

- Lower the negative impact? Or
- Provide an opportunity to promote equality of opportunity and improves relations between diverse groups?

<p>10. What equality monitoring/ evaluation/ review systems have been put in place to ensure regular checks are undertaken on the effects of the policy, strategy or function?</p> <p>Give details:</p>	
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<p>11. When will the policy / strategy / function proposals be reviewed?</p>	
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Date completed:

Signed by Line Manager:

Approved by Senior Management:

ENSURING ACCESS TO INFORMATION

<p>1. How will you ensure that information used for this EIA is readily available in the future?</p> <p>(N.B. You will need to include this in your action plan):</p>	
<p>2. How will you ensure that your stakeholders continue to be involved / engaged in shaping the development/ delivery of this policy / strategy / function?</p> <p>(N.B. You will need to include this in your action plan)</p>	
<p>3. How will you monitor the actions to ensure that the policy / strategy / function or project delivers the equality commitments required?</p> <p>(N.B. You will need to include this in your action plan)</p>	

FUNCTIONS AND ASSESSMENT OF POLICIES AND CODES

In development of our Race Equality Scheme, we identified a list of functions and policies which are relevant to the general race equality duty.

This list has been reviewed as part of the development of this Single Equality Scheme. The assessment has contributed to the action plan relating to the three parts of the race equality duty

1. Eliminate unlawful discrimination
2. Promote equality of opportunity
3. Promote good relations between people of different racial groups

The table below details the initial assessment of prioritisation of our policy areas against all equality strands covered by this scheme. It has developed based on work undertaken by other Probation Areas, national research and data/information collected by our Diversity Unit.

On an ongoing basis, Policies and Equality Impact Assessments will be assessed and reviewed by the Diversity and Equality Group.

The table shows relevance by High, Medium or Low. For the Race strand this is also linked to the sections numbers of the race equality duty.

Function	Policy Area	Prioritised by relevance to six equality strands					
		Disability	Race	Gender	Age	Religion	Sexual Orientation
Offender Management	Services to Courts	H	H 1	H	L	L	L
	Community Sentences	H	H 1	H	L	L	L
	Assessment and management of risk of harm	M	M 1	M	M	M	M
Victim	Services to Victims	M	M 1,2,3	L	L	L	L
Interventions	Partnerships	M	M 1,2,3	M	M	M	M
	Education, Employment and training	H	M 1,2	M	H	M	M
	Offender Accommodation	M	M 1,2	M	M	M	M
	Basic Skills	M	M 1,2	M	M	M	M
	Approved Premises	H	M 1,2	H	M	M	M

Function	Policy	Prioritised by relevance to six equality strands					
		Disability	Race	Gender	Age	Religion	Sexual Orientation
Interventions /cont.....	Community Payback	H	M 1,2,3	H	M	M	M
	Accredited Programmes	H	H 1,2,3	H	M	M	M
Support Services (inc Human Resources)	Recruitment and selection	H	H 1,2	H	H	H	H
	Conditions of Service	L	L 1,2	L	L	L	L
	Supervision and appraisal	M	M 1,2	M	M	M	M
	Training and staff development	L	L 1,2	L	L	L	L
	Authorised absence from work (Special Leave)	L	L 1,2	L	L	L	L
	Sickness absence	M	L 1,2	L	L	L	L
	Capability procedure	M	M 1,2	M	M	M	M
	Disciplinary Procedure	M	M 1,2	M	M	M	M
	Grievance procedure	M	M 1,2	M	M	M	M
	Organisational Change (including redundancy)	M	M 1,2	M	H	M	M
	Health and Safety	M	L 2	L	L	L	L
	Information Security	L	L 1	L	L	L	L
	Procurement and Commissioning	M	M 1,2,3	M	M	M	M
	Anti-fraud and corruption (Including 'whistle blowing')	L	L 1,2	L	L	L	L
	Managing Business Risk	L	L 1,2	L	L	L	L