

UNCLASSIFIED

Gloucestershire Probation Area

Single Equality Scheme

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This is our first Equality Scheme. It brings together the existing equality duties – race, gender and disability – and goes beyond them to include religion and belief, sexual orientation and age.

Promoting equality and respecting people's differences is at the core of the work of the Probation Service and Gloucestershire Probation Area has a crucial role in building the confidence of the diverse communities it serves.

There are opportunities and challenges in this. As a law enforcement agency, we must be robust. As an agency that works to rehabilitate offenders back into the community, we have to challenge offending behaviour and provide sustainable ways of encouraging offenders to become full and contributing members of our society. This is no small task. The service itself is in a continual state of change, responding to new legislation and a range of criminal justice initiatives, the most recent one being the creation of the new Ministry of Justice.

In Gloucestershire Probation we are proud of having a good record in developing and implementing good practice in equality and diversity, but we recognise that we must continue to innovate and improve. Ensuring that equality is embedded into all our work is central to our values as an organisation, and we recognise that we need to evidence this value. To deliver an ever higher quality service, we must ensure that we are able to assess and meet the needs of all our users and stakeholders.

We are proud to launch this Single Equality Scheme and are committed to supporting the Board and GPA in ensuring we focus on outcomes that will benefit Gloucestershire.

Chair of Gloucestershire Probation Board

Chief Officer



Tony FitzSimons



John Bensted

Introduction

The statutory duty to produce equality schemes includes race, disability and gender. GPA published its first Race Equality Scheme in 2002 and a Disability Equality Scheme in 2006. Those schemes, together with our Gender Equality Scheme published in 2007, are now combined in this Single Equality Scheme which also extends to include other strands of diversity.

We have produced a Single Equality Scheme not only to recognise our statutory duty but also to improve and develop our performance in all areas of diversity. This scheme will help to avoid unnecessary overlap between separate schemes and increase our focus on achieving positive outcomes. We aim to make what we are doing to tackle issues of equality more transparent.

What GPA does and how we are governed.

The Gloucestershire Probation Area sits within the National Offender Management Service (NOMS) and is one of 42 areas managed by a local Probation Board. The National Probation Service is a law enforcement agency delivering community punishments, supervising and working with offenders according to the terms set by the Courts, Parole Board and Public Protection Unit, and providing information to victims of serious offences. The Probation Service supports the following Home Office aims:

- Aim 3: To ensure the effective delivery of justice
- Aim 4: To deliver custodial and community sentences to reduce re-offending and protect the public
- Aim 7: To support strong and active communities in which people of all races and backgrounds are valued and participate on equal terms.

The National Offender Management Service states its purpose as below:

‘NOMS protects the public and assists the courts, holding securely and managing humanely the people sent to us. In delivering punishments imposed by the courts, we help offenders turn away from crime, make reparation to their victims and contribute to their communities’

The specific aims of the National Probation Service are:

- Protecting the public
- Reducing re-offending
- The proper punishment of offenders in the Community
- Ensuring offenders’ awareness of the effects of crime on the victims of crime and the public

- Rehabilitation of offenders.

The Gloucestershire Probation Board's Single Equality Scheme applies to all members and staff within the Area irrespective of whether they are involved in policy development, service delivery or in a support role. Duties in respect of the Scheme also apply equally to agency staff and those seconded to the Gloucestershire Probation Area and partnership staff working under contracts funded by the Gloucestershire Probation Area. The Scheme applies to both the service delivery of the Gloucestershire Probation Area and to its role and functions as an employer and contractor of services.

Specific Duties of the Probation Service in Gloucestershire

This is a list of all GPA functions.

The Gloucestershire Probation Area supports Home Office and National Probation Service aims by undertaking a range of duties linked to offender assessment, offender management and supervision and the provision of information to victims. These duties can be summarised as follows:

- The assessment of offenders pre-sentence including bail assessment, provision of Fast Delivery and Standard Pre-Sentence Reports (PSRs) to courts
- The offender management and supervision of offenders subject to community sentences i.e. under the Criminal Justice Act 2003. Requirements in these orders can include the delivery of programmes to offenders aimed at reducing re-offending, provision of counselling to assist offenders address offending behaviour, support to address drug and alcohol misuse, treatment for mental disorder, the provision of educational, training and employment services to improve the basic skills of offenders and provision of accommodation advice and assistance. The supervision of Unpaid Work Requirements under the CJ Act 2003 also includes the provision of work placements so that offenders carry out unpaid work to the benefit of the community. These Orders are either supervised directly by probation staff or by representatives of the beneficiaries concerned.
- Work with offenders in custodial establishments
- Supervision of offenders on post-release licence following the serving of a custodial sentence
- Provision of residential accommodation for offenders who are the subject of bail conditions or statutory supervision within Ryecroft Approved Premises
- The continuous assessment and supervision of offenders who are at risk of causing serious harm and / or have a high likelihood of re-offending, including working with the Multi-agency Public Protection Panel

- The provision of information to victims of serious, violent or sex offences where the offender is serving a prison sentence of twelve months or more.

The above duties are supported by a range of policies, each of which are approved by the Board and have a supporting procedure. These include a complaints policy so that users can express discontent with the services provided

In addition, Gloucestershire Probation Area holds a number of partnership agreements and contracts for the provision of services to offenders including specialist drugs and alcohol services, accommodation advice and provision, and work with perpetrators and victims of domestic violence

Gloucestershire Probation Area Equality and Diversity Statement

Gloucestershire Probation Area Equality and Diversity Statement sets out the position of the Board in relation to equality and diversity and how the organisation will address issues of equality and diversity through a number of appropriate policies and groups in the organisations. The organisation is committed to include any relevant groups in the strategic Directing Diversity Group.

Diversity is a concept and to manage diversity it is assumed and accepted that the workforce, customers and stakeholders consists of a diverse population of people. The diversity consists of visible and non-visible differences which will include factors such as sex, age, background, race, disability and religious persuasion. Gloucestershire Probation Area's approach is founded on the premise that harnessing these differences will create a productive environment in which everybody feels valued and their talents are fully utilised in order to better meet organisational goals. The Board, as part of its corporate responsibility, adopts a positive commitment to embracing diversity. This is based on four values:

Equality

We commit ourselves to delivering services and employing people to do so on the basis of everyone's right to fair and equivalent treatment. We recognise that in a diverse population people have different starting points and needs and that treating people equitably is not the same as treating people the same. Where a system treats people unfairly because of their difference, discrimination can be seen to be operating at both an institutional level and a personal level. It is necessary for the organisation to have mechanisms in place to ensure equality of access to the rights and expectations of employment and to the delivery services offered.

Valuing Difference

In delivering equality, we need to consider whether it is in relation to equal access, to an abstract 'norm', or to a vision of an organisation as a community which seeks to use the breadth and diversity of experience it contains to develop and lever maximum business benefit. Difference should be valued as

a strength that will assist us to meet the needs of a diverse community and to adapt to changes in that community. A positive endorsement of the value of diversity also makes it clear that we welcome people to the organisation valuing their difference, and committing ourselves to occasional related costs as an investment to achieve this.

Social Cohesion

One of the roles of the Probation Service is to promote social cohesion and to deal with the effects of social exclusion. It is imperative that this organisation establishes itself as a model of social cohesion and does not let itself become associated with the support of one, or a limited number of groups, over others.

Human Rights

The Probation Service, often working with the more disadvantaged in society, should and does value diversity, but there are also general reasons to do so concerned with people's human rights. Whatever the benefits to us as an organisation, and they are profound, people have a right to fair and equal treatment, and for that to be meaningful, not simply a token.

Our Single Equality Scheme Strategic Framework

Gloucestershire Probation Area has in place a number of structures, which provide support to ensure that it complies with legislation, both with regards to service delivery and employment. This includes the Human Rights Act 1998. In particular, the following arrangements are already in place:

- **Public notices** in each building demonstrating a commitment to diversity and anti-discrimination
- **Directing Diversity Group (DDG)**. This is a diverse group of Board members, senior management and staff chaired by the Chief Officer. The group includes two members of the Gloucestershire Local Criminal Justice Board Independent Advisory Group. Each Team has a link with the DDG to facilitate consultation and dissemination of good practice. The purpose of the Group is to direct and advise Gloucestershire Probation Area on:
 - Compliance with relevant legislation
 - Diversity issues in respect of staff and service delivery
 - The achievement of Government, National Probation Directorate, NOMS and regional targets with regard to diversity.

The objective of the DDG is to promote, educate, monitor, advise and innovate in respect of diversity issues in Gloucestershire Probation Area and through its role in the wider community. In pursuance of this objective, the DDG arranges a speaker on equality issues at County Managers Meeting each quarter.

- **Impact Assessment Team**. This team undertakes Equality Impact Assessments (EIAs) using the tool in Appendix 3. The team is made up of members of the Directing Diversity Group including the two Independent Advisory Group members and Training Officer (Diversity Awareness). The team also includes co-opted members. These are the Impact Assessment Trainer, Community Payback Co-ordinator and the

Citizenship Co-ordinator from National Star College, a college for severely disabled young people. The group can utilise community contacts for specific impact assessment tasks. The group reports to the Chair of the Directing Diversity Group. The work of the team is covered in the paragraph 'Assessing and consulting on the likely impact of proposed policies'.

- **Core training** is provided to all staff in respect of equal opportunities. The training covers the Race Equality, Disability Equality and Gender equality duties. All staff members are appraised on an annual basis against a range of requirements including a specific requirement to promote equality for all individuals, in particular anti-discriminatory practice. This emphasises the importance of non discrimination in all its aspects.
- The **appraisal process** addresses equality issues with staff. All staff are assessed and have to provide evidence on meeting specific equalities objectives. This process provides evidence of promoting equality and valuing diversity.
- **Quality management** is a specific responsibility for Performance Managers. This includes cascading learning from issues raised by the DDG, County and Operational Managers meetings. Coaching for staff is provided in relation to equality and diversity issues by Performance Managers and Practice Development Assessors. The quality management responsibility also covers the completion of OASys assessments which provide the basis of Pre Sentence Reports for the court. All staff who complete OASys assessments have their own practice assessed in line with Probation Circular 48 2005. This quality management process is linked with the appraisal process above.
- **Team Meeting agendas** have diversity is a standing item.

How we developed the scheme

Legislation

Like other public authorities in England, Scotland and Wales, we have legal responsibilities to tackle discrimination and promote equality on the grounds of disability, gender and race. We have to consider these in everything we do. These responsibilities are referred to as the **three general duties** to promote equality. The race equality duty arose as a result of the Macpherson (1998) inquiry in into the murder of Stephen Lawrence and the resulting acceptance of the potential for institutional discrimination by public sector organisations. The disability equality and gender duties were introduced later in 2005 and 2007. Creating and publishing an equality scheme is one of several specific duties we must do to show how we will meet our legal requirements under the equality duties. Appendix 1 contains the detailed legislative framework for this scheme.

As part of developing this equality scheme, we wanted to extend its coverage to include the new areas of equality that we now have responsibility for

promoting (age, religion or belief and sexual orientation). This includes duties under the Human Rights Act 1998. These areas of our work are not covered by the existing duties to promote equality but we believe we should aim to apply the same high standards to everything that we do.

Below are listed the requirements of each equality duty. We have given each requirement a number so that we can show in our Scheme and Action Plan which actions relate to which requirements.

We have to pay due regard to the following requirements of the race equality duty:

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

We have to pay due regard to the following requirements of the disability equality duty:

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

We have to pay due regard to the following requirements of the gender equality duty:

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.

This scheme will also pay due regard to the following:

Religion or belief
Sexual Orientation

What we did to develop the Single Equality Scheme

The Directing Diversity Group, which includes members from the Independent Advisory Group, produced a Single Equality Scheme combined Assessment of Functions in January 2009. This brought together the impact assessment priorities for all three existing equality schemes.

The GPA Board and Senior Management Team in consultation with the Directing Diversity Group and their team links reviewed existing scheme action plans in February 2009. This Single Equality Scheme and its action plan reflect this conclusion of this process.

Consultation

Consultation on the SES took place with all members of the Board, County Managers Group, Directing Diversity Group (DDG) and Unions. Planned meetings were used to discuss the scheme with the opportunity to comment on drafts by telephone discussion and email. All comments were responded to and incorporated into the scheme in consultation with the DDG. These comments include the need to review the Diversity and Equality Policy, the review of the Ryecroft Diversity Strategy, understanding the needs of offenders from Eastern Europe, recognition of the needs of offenders with mental health problems and raising awareness of LGBTs (Lesbian, Gay, Bi sexual and Transgender)

We recognize the need for wider consultation in reviewing the scheme. This will be included in the SES action plan.

Involving disabled people

We understand that we have an ongoing duty to involve disabled employees and offenders. Members of the Disability Equality Scheme Working Group which included staff with a disability, joined the Directing Diversity Group to ensure the ongoing involvement of disabled people in order to identify priorities for actions. As noted above, all members of the Directing Diversity Group were involved in the consultation process. See also the above paragraph headed 'Impact Assessment Team'.

Key Issues for Equalities in Service Delivery

This section sets out key issues in service delivery that GPA needs to address through this Scheme

Trust Status.

General Duty Relevance 1-12

A key issue facing GPA over the coming year is the move to Trust Status. Part of this process will be maximising the opportunities for *community engagement* through our active involvement in the development and delivery of Local Area Agreements (LAA's), partnership working with a range of local community organisations, the commissioning of local community providers to deliver services where appropriate, the use of community based volunteers to support our work with offenders and the delivery of services which best meets the needs of all sections of the local community.

The SES Action plan on GPA work with partners addresses these issues.

Offender Management Inspection (OMI) Diversity Issues

General Duty Relevance 1-12

The HMIP Offender Management Inspection of GPA published in April 2008 noted that where identified, the diverse needs of offenders had been properly addressed in 75% of cases. Where the offender was resident at the Ryecroft Approved Premises, all were assessed as having had their particular diversity needs met. Although there was evidence of good practice, the full and proper attention to diversity issues was identified as an area for improvement.

The report noted that:

‘Among the offender managers interviewed we were pleased to find a good deal of understanding and knowledge of diversity issues in the broadest sense, with arrangements in place to take into account employment, childcare and rural transport issues. Keyworkers gave a range of examples, from making special arrangements to meet offenders needs, to arranging for women to be together on one programme rather than on their own in a mixed group’. (OMI report, p 29)

The areas for improvement include addressing the needs of offenders with disabilities and those with literacy or dyslexia needs.

We recognize that action taken to address these issues needs to be reviewed and this will be included in our SES action plan.

National Service Framework: Improving Services to Women Offenders Offender Management Model Guide to Working with Women Offenders General Duty Relevance 10 to 12

The framework and guide was launched at the Operational Managers meetings and cascaded to teams.

The Directing Diversity Group will analyse information produced from monitoring reports and DDG consultation in order to identify gaps in provision and identify any further action to be taken.

Skills and awareness training on working with women will be included in the 2009/10 Annual Training Plan.

This is included in the SES Action Plan.

County Hate Crime and Incidents Strategic Group

General Duty Relevance 1 to 12

The development of the county Hate Crime and Incident Strategic Group has been progressed during the course of the year, guided by new terms of reference and an appropriate action plan to ensure issues at a strategic level can now be developed through local groups. The 3 local action groups have been developed These groups have widened their remit to include both hate crime and incidents and extend their remit to hate crime in areas beyond race. Gloucestershire Probation Area has been represented on the group by a

member of the GPA board who is also a member of the Directing Diversity Group. This enables active participation and dissemination of the work of the group.

This will be monitored by the Directing Diversity Group and any specific additional actions added to the SES Action Plan.

Gathering the evidence

Diversity Reports

Data on staff employed by GPA and services provided for offenders is segmented in relation to race, gender and disability. Biennial reports are provided to the Directing Diversity Group in order to monitor the objectives of all three equality schemes. Diversity Reports are also provided to the Board for discussion.

In addition to this information, the DDG also monitors complaints made with regard to any diversity issues. To date, this monitoring has not identified any complaints with regard to diversity issues. The Complaints Policy will be reviewed to ensure that it reflects the objectives of the SES.

Employee information

GPA uses the PPWin database to provide monthly employee information reports. The HR Department is responsible for collecting and analysing the data. This information is segmented in terms of gender, ethnicity, disability and part or/full time working. Reports for the Directing Diversity Group are provided on joiners, disability, ethnicity breakdown, grades, gender and age group of staff. HR also provides monthly monitoring of any harassment or bullying claims. The PPWin database has the facility to provide reports utilising any information held. This flexibility enables monitoring of any new equality objectives which may be set. See also the section on Staff and Employee monitoring.

Staff Perception Survey.

Staff surveys include a set of questions on diversity the conclusions of which are discussed by the DDG. The last survey was completed in March 2007 and provided the following results in relation to equality and diversity:

100% of staff committed to principle of equal opportunities and valuing diversity in workplace.

100% confident in applying principles.

97% of teams committed to principles of valuing diversity.

96% of teams reported putting principles into action.

97% of organisation committed to valuing diversity principle.

89% of organisation committed to ensuring principles are put into practice.

An action plan is in place to take up issues raised such as the review of flexible working hours policy and the provision of childcare vouchers.

This survey will be repeated in 2009.

Additional evidence

In reviewing the evidence for the completion of this Single Equality Scheme, the following evidence was also considered:

- HMIP Offender Management Inspection (OMI) Report published April 2008
- Gloucestershire County Council Race Equality Scheme 2008
- Government Office South West (GOSW) Gloucestershire Statistical Data 2008
- Ministry of Justice 'Race and the Criminal Justice System 2006/07' published July 2008

Racial equality and inequality – the evidence base

General Duty Relevance 1 to 3

Gloucestershire Census Data

Gloucestershire 2001 Census Data as provided by GOSW. The breakdown of the Gloucestershire data is as follows:

	Gloucestershire	Cheltenham	Cotswolds	Forest Of Dean	Gloucester	Stroud
Total	2.9	3.3	1.2	0.9	7.5	1.3
Mixed	0.9	0.9	0.5	0.4	1.9	0.5
Asian/Asian British	1.0	1.4	0.2	0.2	2.8	0.3
Black/ Black British	0.6	0.3	0.1	0.1	2.3	0.2
Chinese/Other	0.4	0.8	0.4	0.2	0.5	0.3

Gloucester had the 2nd largest proportion of ethnic minorities of the 45 South West districts.

Race and the Criminal Justice System 2007/07 General Findings

This report provides details of how members of the Black and Minority Ethnic (BME) community in England and Wales are represented in our Criminal Justice System (CJS). As a statistical publication, it does not aim to provide a detailed commentary on the figures. Instead it seeks to collate data provided by CJS agencies. Based on this material, it can be seen that members of our Black communities are seven times more likely than their White counterparts to be stopped and searched (see Chapter 4), three and a half times more likely to be arrested (see Chapter 5), and five times more likely to be in prison.

Services

GPA collects information on the ethnicity of all offenders and data is held in CRAMS in OASys and CRAMS. The Diversity Outcomes report published biennially provides detailed information which is considered by the DDG and the Board. The only significant issue identified by the DDG is that offenders of mixed race appear to be less likely to complete orders and licences. Actions to address this have been initiated through the Operational Managers Group. The review of these actions will be included in the SES Action Plan

Proportion of BME offenders on GPA caseload

The BME population in Gloucestershire is 2.8% whereas the proportion of BME offenders on GPA caseloads is 10.6%. This is a significant overrepresentation. In particular black offenders are 6% of the GPA caseload but only 1% of the Gloucestershire population. This issue cannot be addressed through GPA alone. It has been raised through the Gloucestershire Criminal Justice Board and the SES Action Plan will reflect a multi agency approach.

Gypsies and Travellers

There is a significant Gypsy and Traveller population in Gloucestershire and their needs are identified in the Gloucestershire County Council Race Equality Scheme. There is currently no designation for Gypsies and Travellers in CRAMS such that there is no way of identifying how many offenders are from this community. This community faces particular inequalities in terms of health and education. Literacy problems and the lack of stable accommodation can hinder communication with offenders and victims from this community. The County Council Race Equality Scheme has an action to work with partners. This has also been raised as an issue with the Gloucestershire Criminal Justice Board and will be included in the SES Action Plan for a multi agency approach to be developed.

Offenders of Eastern European origin

MAIDeN (Multi-Agency Information Database for Neighbourhoods) is a partnership of the major public sector agencies in Gloucestershire. It exists to collect and share information about the communities and neighbourhoods of Gloucestershire. This database can be used to seek more information about the numbers of offenders of Eastern European origin on GPA caseloads. This is necessary in order to meet their specific needs in terms of language and cultural needs. This has been raised by the Directing Diversity Group as an issue to be explored further and is therefore in the SES Action Plan.

Employment

Promoting equality of opportunity (General Duty Relevance 2)

The DDG reviewed how jobs in GPA are advertised and concluded that the current practice is good. Examples of good practice can be evidenced on the GPA website.

GPA data produced in November 2008 identifies 4.3% Black and Ethnic Minority staff employed by GPA. This percentage more than reflects the Gloucestershire BEM population. However the actual number of staff is very small. It has therefore been difficult to sustain a Black Workers Support Group. The Directing Diversity Group is in the process of addressing this need so this is included in the SES Action Plan.

See section 'Staff and Employment Monitoring' which covers monitoring by racial group and section 'Monitoring policies for adverse impact on equality'.

Promoting good relations between people of different racial groups (General Duty Relevance 3)

The GPA Harassment Policy covers harassment on grounds of race.

Disability equality and inequality – the evidence base General Duty Relevance 4 to 9

Employment

A staff disability survey was completed in 2008 and the results considered by the DDG. A low return was noted and no actions identified as a result of the survey.

Action taken to meet disabled people's needs includes the provision of hearing loops, ramps for wheelchairs and internal doors changed to enable wheelchair access. Reasonable adjustments were made for a member of staff with specific medical needs. Dyslexia assessments were provided for both staff and offenders. Staff needs are identified at recruitment, through surveys, individual supervision and appraisal meetings.

Services

Offender needs are identified through OASys assessments and Unpaid Work Post Sentence Assessment Interviews.

Appropriate unpaid work placements are sought and utilised for offenders with disabilities. For instance an individual placement was found for an offender and carer. The matching process included a trial visit by the offender and carer to check it met the offender's needs.

The Unpaid Work Supervisors have a wide range of skills which are utilised when required. These include teaching people with learning disabilities, signing for the deaf and caring for people with autism.

One of the areas for improvement from the OMI report was to address the needs of offenders with disabilities and those with literacy or dyslexia needs. The evidence showed that of the 41 cases where the offender had literacy or

dyslexia issues, these had been appropriately addressed in 33 of the cases. In those cases where issues of disability needed to be addressed, this had been appropriately undertaken in 17 of 23 cases. A review of action taken to address these issues is in the SES Action Plan.

The Diversity Report for Q3 and Q 4 in 2007/08 highlighted that a relatively small number of offenders were identified as having a mental health issue. The DDG were concerned that there could be under reporting. The action agreed was to consult with the South West NOMS Commissioning Manager. This will be followed up through the SES Action Plan.

Promoting positive attitudes towards disabled people (General Duty Relevance 8)

All advertisements are headed as follows:

The Probation Board is an Equal Opportunities Employer and welcomes all applicants particularly those from ethnic minorities and people with disabilities

Opportunities to promote positive attitudes include:

- Unpaid Work Supervisors with physical disabilities as positive role models for staff, offenders, beneficiaries and public
- Nomination of a disabled member of staff for a national award which provided positive publicity

Gender and gender identity equality and inequality – the evidence base General Duty Relevance 10 to 12

Employment

GPA provides quarterly reports to the DDG using employee data. (See section on staff and employment monitoring). Data provided in November 2008 identified that 70% of employees are female and 30% male. Employment data was considered by the DDG in April 2008 when the Gender Equality Scheme was reviewed. Information about part time posts broken down by gender is being provided in order to identify any action to be taken. A third of all posts are part time.

The DDG identified that board membership was not representative of the community despite advertisements in local press and website. It was noted that the recruitment process is managed by the Ministry of Justice. During the recruitment process efforts were made to contact diverse groups within Gloucestershire. The DDG identified that attendance at community events and links with other groups are important to improve awareness of the role of GPA and its board. DDG recently visited a local mosque and Trainee Probation Officers attended a community event run by the Polish community.

The DDG were concerned that no male Trainee Probation Officers were shortlisted in 2009/10. An action was to identify any barriers to male candidates. This is included in the SES Action Plan.

The DDG has discussed the needs of Lesbian, Gay, Transgender and Bi-sexual (LGTB) and members of the board have taken part in awareness raising events. In order to raise awareness, the action to promote LGTB month in February is in the SES Action Plan.

In terms of equal pay, GPA has implemented the national job evaluation scheme. Results from validating and evaluating the scheme at national level show that, so far, there is no bias in terms of gender or race.

Measures to combat harassment are covered in the GPA Harassment Policy.

Work/life balance is covered in Managing Stress Workshops delivered to all staff. See above section on the Staff Perception survey. An action plan is already in place to take up issues raised such as the review of flexible working hours policy and the provision of childcare vouchers.

All staff on maternity leave are actively encouraged to return to work. This positive approach includes enabling part time work where requested.

Services

GPA segments all data to provide information on gender. This is included in Diversity Outcomes Reports produced biennially to the DDG and Board.

The most recent report showed that 12% of the caseload is female.

See section on Key Issues for action in relation to women offenders.

Examples of how Unpaid Work placements provide equality of opportunity between men and women include:

- a lunch club which provides offenders with child care responsibilities the opportunity to complete their hours in school time
- individual placements in charity shops to provide flexible working
- light work with good sanitary and rest facilities for pregnant women
- placement of women offenders in a group with a woman supervisor or with other women offenders

Many women offenders have left school without qualifications and have had limited opportunities. This is addressed through skills accreditation and confidence building. Examples from offender feedback include:

- A woman placed in a gardening placement who discovered a passion for gardening and at the end of the order returned to the project as a volunteer and has a place at college to study in a related subject.

- A woman who was a survivor of domestic abuse and had never been in employment, achieved Level 2 OCN Award in Catering Skills and now seeking employment for the first time

• GPA does not collect data on the transgender status of offenders or victims.

Sexual orientation and equality and inequality – the evidence base

Employment

GPS does not currently hold information about employees' sexual orientation. The NAPO LAGIP Newsletter is circulated to all staff via DDG links.

GPA Harassment Policy includes harassment on grounds of sexual orientation.

In order to raise awareness, the action to promote LGTB month in February is in the SES Action Plan.

Services

Information may be sought from offenders at court report stage on a voluntary basis.

GPA's current practice is not to ask victims to disclose their sexual orientation.

Age equality and inequality – the evidence base

Employment

The New Jobs in Probation IT system ensures that applications are anonymous with regard to all personal details. This includes all aspects of diversity. The only exception is that any disability requirements are requested for interview purposes only.

GPA Harassment Policy includes harassment on grounds of age.

Services

CRAMS has the capacity to provide reports on age where requested to support any equality or diversity enquiries or objectives.

We recognise our responsibilities under the legislation on child welfare and are a member of the Gloucestershire Safeguarding Children Board. .

Religion or belief

Employment

GPA does not currently keep information on the faith or belief of employees or applicants for employment.

GPA Harassment Policy includes harassment on grounds of religion.

Services

GPA monitors the faith of an offender at pre-sentence report stage. This information allows offender managers to ensure that offenders' practical, spiritual and moral needs are considered (if required and within reason) while undertaking their community order. The Unpaid Work Post Sentence Interview provides an opportunity to check any specific needs before placement. For instance Muslim offenders were enabled to celebrate Eid whilst completing unpaid work.

We have made links with faith communities through the DDG and IAG. These links have provided advice and guidance with regard to staff issues and awareness raising. This includes a talk by the local Imam to County Managers and a visit to a Mosque.

A community engagement policy and strategy is being presented to the GPA Board meeting in March 2009. This will ensure increased community involvement in Community payback, including religion and faith and belief work.

A Victim Liaison Officer is a member of the DDG which enable any relevant issues regarding diversity including religion to be identified.

Identifying and assessing GPA functions and policies for relevance to equality

Those functions and policies that we have assessed as relevant to the equality duties are listed in appendix 4. This is a 'living' list. It is subject not just to statutory review (every three years) but also to regular internal reviews by the Directing Diversity Group. The Directing Diversity Group identifies priorities in respect of each equality strand which have been assigned on the basis of the potential impact on particular groups and the potential to hinder or promote equality. Priorities are agreed in discussion following consideration of all the relevant evidence.

Assessing and consulting on the likely impact of proposed policies

GPA has established an Impact Assessment Team which reports to the Directing Diversity Group. Members of the Impact Assessment Team have been trained in how to conduct an equality impact assessment. The Impact Assessment Tool used by GPA is provided in Appendix 3. All proposed policies are impact assessed by the group which reports to the Directing Diversity Group and the Senior Management Team. We recognise that there is a need for greater clarity in the way the results of impact assessments are published. The need to ensure that the results of Impact Assessments and Monitoring are accessible for all staff and public is included in the SES Action Plan.

Monitoring policies for adverse impact on equality

The race equality scheme duty requires arrangements for the 'auditing' or checking of the operation of current policies to ensure that there is no negative or adverse impact on the promotion of race equality. The gender equality duty calls for collection of information on the effects of policies and practices on men and women, and gathering evidence is both a specific requirement within a disability equality scheme and an indispensable pre-requisite for complying with other aspects of the disability equality duty.

GPA uses the Impact Assessment tool, to cover the different equality strands and we will use it flexibly to help monitor policies. Any policies that are found to be causing disproportionate or negative effects on equality without necessary justification will be amended in order to ameliorate the problem

The Assistant Chief Officer Business Excellence provides a biennial Diversity Outcomes monitoring report to monitor service provision as required by the Single Equality Scheme. Similarly the Assistance Chief Officer Resources provides monitoring reports with regard to workforce and employee issues. These reports are scrutinised by the Directing Diversity Group in order to identify any adverse impacts on equality.

Employment equality

The GPA Board and Senior Management Team are committed to having a diverse staff group which draws upon and represents men and women, the mix of ethnicities, faiths and cultures, as well as disabled and LGTB people of Gloucestershire at all levels of the organisation. GPA recognises that it has some way to go to achieve the aim of having full representation in all strands at all levels.

The GPA Board is committed to meeting the equality duties generally by ensuring that all staff have equality of opportunity in recruitment, career progression and staff development.

Staff training on equality and diversity

The GPA Board is committed to ensuring that all staff and Board Members are trained and are fully aware of all equality issues and how they relate to their respective roles in the organisation. We also recognise that training has to be provided specifically in relation to the equality duties.

Diversity Awareness Training has been provided to all new staff for the past 12 years. All GPA board members have also received training. All staff are also provided with a Diversity Awareness pack. This pack will be updated to include the Single Equality Scheme. The County Managers Group and DDG team links will be utilised to raise awareness of the scheme. These actions are included in the SES Action Plan.

As each new Equality Scheme was introduced, the Training Officer delivered a workshop to every team to ensure staff understood what the scheme meant in practice.

All training delivered to staff has a focus on diversity. Evaluation forms at the end of each session include diversity questions and these are analysed by the Training Officer in order to improve practice.

Staff and employment monitoring

Monitoring covers:

- applicants for jobs and the outcome of recruitment exercises;
- staff in post
- the results of promotion exercises, and where applicable, assessment centres in order to eradicate any grade concentration of minority group staff;
- staff involvement in grievance, capability and harassment procedures and subjects of disciplinary proceedings and their outcomes;
- the results of performance appraisal procedures to ensure that they are effectively equality proofed;
- access to training and take-up of training courses, including those undertaken; and
- dismissals and other reasons for leaving.

Systems are in place to conduct exit interviews and analyse the results.

In terms of age and gender, information is recorded on our own database with the facility to design and request reports as required.

In terms of disability, sexual orientation and religion/belief, we recognise the need to introduce records as a matter of law where staff with disabilities are identified (staff are not obliged to disclose disabilities), Adaptations to workstations are implemented as required. Should an office building not have the necessary adaptations then action will be taken to address these and, as a minimum, reasonable adjustments will be undertaken to provide a suitable work environment.

Monitoring reports are provided monthly as required by NOMS. Specific quarterly reports are provided for the DDG and Probation Board.

Procurement

The race equality, disability equality and gender equality duties have implications for the way public authorities carry out their procurement function. They require public authorities, which contract with external organisations to carry out functions, to ensure that any equality requirements are met by the

contractor. (The gender and disability duties also apply directly to the contractors in respect of their public functions.)

Where necessary and in order to meet their equality duties, public authorities must build relevant equality considerations into the procurement process. GPA requires contractors to meet equality requirements but has recognised that the procurement procedures we have do not include statements on disability. This is in the process of being rectified and is included in the SES Action Plan.

Partnerships

GPA has developed a partnership policy and strategy. This has been assessed by the Impact Assessment Group and feedback will be given to the next Directing Diversity Group.

Community Engagement

GPA works with communities through Community Payback and the Approved Premises Community Liaison Group. A community engagement policy and strategy is currently under development and will be impact assessed.

Complaints, comments and compliments

All complaints are monitored quarterly and a report provided to the Board. Every report is presented to the Directing Diversity Group, which includes two board members, to address any diversity issues. There have been no issues raised by this monitoring in the past year. It is recognised that the current complaints policy needs to be reviewed in the light of the Single Equality Scheme to ensure that it reflects the objectives of the Scheme. This is included in the SES Action Plan.

Publication and Review

By publication and review we mean how we evaluate how well we have achieved the outcomes and actions set out within our equality scheme and how we develop our next equality scheme. We will publish the results of what we do on our website: <http://www.glosprobation.org.uk/sescheme.htm>. We will publish the results of our monitoring and impact assessments every six months, both internally and externally. The scheme will be reviewed in 2012. These actions will be included in our plan.

This Single Equality Scheme and Action Plan can be provided on request in other formats and languages using the contact links on the website or telephone 01452 389200

Date published: 23rd March 2009

Publication and confidentiality

The GPA Board recognises its statutory responsibilities under the Freedom of Information Act, Data Protection Act and the equality duties regarding the publication of information. The Board will adhere to the Data Protection Act when collecting, storing and analysing this information. The Board is also bound by the Cabinet Office code of practice on ethnicity information and as such will not publish information in a form that might identify individual staff members.