

**GLOUCESTERSHIRE PROBATION AREA  
DISABILITY EQUALITY SCHEME  
ACTION PLAN 2006 – 2009**  
Lead Officer: Yvette Ball, Chief Officer  
December 2006, revised September 2007

OBJECTIVE	CONTEXT	ACTIONS PLANNED	LEAD / TIMESCALE	PROGRESS 2006 - 2009
<p><b>Functions &amp; Policies:</b> [NPD National Priority 2] Assess all GPA functions and policies against the requirements to:</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination that is unlawful under the DDA</li> <li>• Eliminate harassment of disabled people that is related to disability</li> <li>• Promote equality of opportunity between disabled people and other people</li> <li>• Take steps to meet disabled peoples needs even if this requires more favourable treatment (inc reasonable adjustments under DDA)</li> <li>• Promote positive attitudes towards disabled people</li> <li>• Encourage participation by disabled people in public life</li> </ul>	<p>Lists of GPA functions and policies have been drawn up for the purposes of the Race Equality Scheme</p>	<p>Review GPA functions and policies as listed in Race Equality Scheme and amend as necessary for purposes of DES</p> <p>Prioritise GPA's functions and policies having due regard to the Disability statutory duty</p> <p>Review and update prioritised list of GPA functions and policies</p> <p>Publish prioritised lists of functions and policies at Annexes 2 &amp; 3</p>	<p>DES Working Group December 2006</p>	<p>GPA Functions identified and listed at annex 1 of the DES</p> <p>List of GPA functions and policies reviewed by DES Working Group</p> <p>Prioritised lists of functions and policies incorporated into DES at annexes 2 &amp; 3</p> <p>Actions will be scheduled once SMT is at full strength (long term sickness absence since May 2007) and when actions can be prioritised alongside other strategic issues. To review January 2008</p>

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	<p>For the purposes of its Race Equality Scheme GPA adopted the Dorset Probation Area Impact Assessment and Consultation tool (based on a pilot National Probation Directorate tool).</p>	<p>Review existing Impact Assessment Tool against requirements of Disability Equality Scheme and revise as necessary</p> <p>Publish reviewed Impact Assessment Tool at annex 4 of DES</p>	<p>DES Working Group</p> <p>December 2006</p>	<p>Agreed by the DES Working Group (15.9.06) Disability Equality Impact Assessments should be conducted alongside Race Equality Impact Assessments and that the existing Tool should be checked against the requirements of the DES and revised so as to be fit for purpose.</p> <p>Action: HR Manager and Impact Assessment Group by December 2007</p> <p>Existing Tool checked against the requirements of the DES and revised so as to be fit for purpose.</p> <p>Action: DDG, Disability rep by Dec 2007.</p> <p>Impact Assessment Tool incorporated into DES as annex 4</p>

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	GPA has issued Guidance on Race Impact Assessment to all managers	<p>All proposed policies to be impact assessed as part of the policy development process</p> <p>Existing policies to be impact assessed in accordance with the prioritised list</p> <p>Publish results of impact assessments at annex 5 of DES</p> <p>Review Impact Assessment Guidance against requirements of Disability Equality Scheme and revise as necessary.</p> <p>Ensure that staff who undertake impact assessments are familiar the requirements of disability impact assessment</p> <p>Establish system / process for identifying adverse impact, changing and implementing policies</p>	<p>Impact Assessment Group</p> <p>Ongoing</p> <p>DES Working Group</p> <p>December 2006</p> <p>Training Manager</p> <p>Senior Management Team (SMT)</p> <p>June 2007</p>	<p>Agreed by the DES Working Group (15.9.06) that Disability Impact Assessments should be conducted alongside Race Impact Assessments</p> <p>Impact Assessment Group meeting 6.2.07</p> <p>Impact Assessment Guidance reviewed and revised and incorporated into DES at annex 4</p> <p>Impact Assessment Group to notify SMT. SMT to amend policies as advised.</p>
<p><b>Employment:</b> [National Priority 6] Review GPA'S employment practices in the light of the requirements to:</p> <ul style="list-style-type: none"> <li>▪ Eliminate discrimination that is unlawful under the DDA</li> <li>▪ Eliminate harassment of disabled people that is</li> </ul>	<p>GPA collects disability data using a manual system as part of the general NPD data requirement.</p> <p>GPA is compliant with the 2</p>	<p>Review data collected for its sufficiency, determine actions if required.</p> <p>Review and improve disability data collection systems.</p>	<p>ACO Resources HR Manager</p> <p>ongoing</p>	<p>Work undertaken to assess the HR data collection systems in Wiltshire and Avon &amp; Somerset Probation Areas. Acquisition of a robust and efficient HR</p>

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<p>related to disability</p> <ul style="list-style-type: none"> <li>▪ Promote equality of opportunity between disabled people and other people</li> <li>▪ Take steps to meet disabled peoples needs even if this requires more favourable treatment (inc reasonable adjustments under DDA)</li> <li>▪ Promote positive attitudes towards disabled people</li> <li>▪ Encourage participation by disabled people in public life</li> </ul>	<p>Ticks Scheme</p>	<p>Gather disability information relating to existing workforce using a staff survey</p> <p>Collate and monitor outcomes for disabled people in respect of:</p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Retention – including exit interviews</li> <li>• Promotion</li> <li>• Grievance &amp; disciplinary proceedings</li> </ul>		<p>data collection system approved by the Board in November 2006. PPWin being implemented autumn 2007 and diversity reports will be built in by March 2008</p> <p>Staff survey conducted October 2006. Information at annex 7 Second DDA Audit (staff survey) planned for March 2008</p> <p>Set up recruitment monitoring by March 2008</p>

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	Workforce data is reported regularly to the GPA Board as part of the HR Report	<p>Include disability data in HR Reports to the GPA Board</p> <p>Ensure that monitoring results are regularly considered by the Directing Diversity Group and the Board as appropriate,</p> <p>Respond appropriately when adverse impact identified in the data</p> <p>Publish monitoring results at annex 7 of DES</p> <p>Review existing procedures and support mechanisms for disabled staff so as to ensure that these meet the statutory duties</p>	<p>ACO Resources HR Manager Quarterly</p> <p>HR Manager June 2007</p>	<p>Done</p> <p>To be brought to DDG half yearly. December and June.</p> <p>Ongoing</p> <p>Half yearly as above. NB Data protection issues due to small numbers Review to be done by revised date of January 2008</p>
<p><b>Service Delivery:</b> [NPD National Priority 5] Ensure that GPA services are accessible, appropriate, inclusive and responsive to all offenders and victims in all aspects of service delivery and policy covering accredited programmes, hostel regimes and general case management</p>	<p>GPA collects disability data via CRAMS but because of its individualized nature it can be difficult to extract.</p> <p>Community Punishment identifies the disability needs of offenders using the Health and Safety section of the Enhanced CP Assessment Form completed by Offender Managers.</p>	<p>Improve data collection and monitoring systems for offenders and victims. It is expected that CRAMS will be updated (December 2006) GPA improvements to data collection systems to be reviewed in light of that update.</p>	<p>Information Manager April 2007</p>	<p>At meeting of DES Working Group [6.11.06] it was agreed that GPA should await outcome of CRAMS update and to take action to address improvements in data collection in the light of this. Information Manager to report on GPA position at meeting of DDG 22.3.07</p>

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	GPA uses Offender exit questionnaires and Community Punishment beneficiary questionnaires to obtain feedback	<p>Using MAIDEN develop demographic database of disabled population within Gloucestershire.</p> <p>Develop an action plan which identifies:</p> <ul style="list-style-type: none"> <li>▪ the information that GPA requires,</li> <li>▪ how GPA will collect this information</li> <li>▪ how this information will be monitored</li> </ul> <p>Publish monitoring results at annex 7 of DES</p> <p>Review existing questionnaires against requirements of Disability Equality Scheme and revise as necessary</p> <p>Process for regular analysis of data to be established and documented.</p>	<p>Information Manager June 2007</p> <p>Information Manager June 2007</p> <p>HR Manager</p> <p>Senior Management Team (SMT)</p> <p>Senior Management Team (SMT) Year 1</p>	<p>CO to seek report from Info Manager for December 2007 meeting</p> <p>Monitoring by DDG half yearly, June &amp; Dec Half yearly as above</p> <p>CO to discuss with SMT Oct07 and identify lead ACO</p> <p>Half yearly review at June and December</p>
Buildings [NPD National Priority 3] Ensure all buildings are accessible and compliant with Disability legislation	GPA has conducted a review of disability provision and a Disability Compliance Plan has been drawn up. Some actions identified in this plan	<p>Publish the Disability Compliance Plan at annex 8 of DES</p> <p>Regularly review progress</p>	Directing	Disability Compliance Plan published as Annex 8 of DES

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	have already been taken and others are planned	against the Disability Compliance Plan	Diversity Group Annually	CO to seek te review by Facilities Manager by December 2007
<p><b>Training &amp; Development:</b></p> <p>Review training provision so as to ensure that all staff receive appropriate training in disability issues</p>	<p>It is a specific requirement of annual appraisal that staff are appraised against a specific requirement: 'Promote equality for all individuals, in particular anti discriminatory practice'</p> <p>Under provisions of new appraisal system training needs addressed during appraisal process</p>	<p>Periodically identify and evaluate the training needs of GPA staff and Board, as they relate to delivery of the Duty</p> <p>Review existing training provision to ensure that barriers are removed and monitor progress</p> <p>Review the need for appropriate training in 'equality' issues</p> <p>Ensure that training and development opportunities are published and can be accessed by all staff regardless of disability</p>	<p>Training Manager</p> <p>ongoing</p>	<p>Board members attended training June 2007</p> <p>Training review underway. Equality retained a core training.</p> <p>Refresher awareness to be given by DDG through team links by December 2007 and scheduled for CMG, Nov 2007. Included in all staff appraisals plus competence evidence</p>
<p><b>Communication:</b></p> <p>Communicate Gloucestershire Probation Area's approach to promoting disability equality by publishing the results of assessments, consultations and monitoring.</p>	<p>GPA uses a variety of methods of communication including:</p> <ul style="list-style-type: none"> <li>• Publication via DDG,</li> <li>• GPA Board meetings,</li> <li>• Communications bulletin,</li> <li>• Newsletter</li> <li>• Annual Report</li> <li>• website: <a data-bbox="757 1433 1048 1453" href="http://www.glosp probation.">http://www.glosp probation.</a></li> </ul>	<p>Publish the DES and the Action Plan in formats which are accessible to staff, prospective applicants, service users and the general public.</p> <p>Identify and address communication barriers</p>	<p>DDG</p> <p>Year 1</p>	<p>Done on website and intranet and will be updated by Nov 2007.</p> <p>Discussed at DDG, September 2007 and actions below agreed.</p>

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	<a href="http://org.uk/introduction.htm">org.uk/introduction.htm</a>	<p>Develop and extend the range of formats so as to aid communication and involvement of all disabled people regardless of the nature of their disability</p> <p>Ensure that all current and future partners and third party organisations working with GPA are aware of the GPA's approach to the promotion of disability equality</p> <p>Ensure that progress against the Action Plan is regularly reported to the Board and published on the GPA website.</p> <p>Conduct a statutory review of the DES in accordance with legislation.</p>	<p>ACO I &amp; BD</p> <p>Chief Officer Annually</p> <p>DDG Year 3 (2009)</p>	<p>Via Comms Bulletin and team links by December 2007</p> <p>To be reported to November 2007 Board meeting and posted on website</p>
<p><b>Involvement</b>  <b>[NPD National Priority 4]</b>            To involve disabled people in the development of the DES and in the development of the supporting action plan.</p>	<p>An Independent Advisory Group has been established and is supported by partners within the criminal justice sector in Gloucestershire</p> <p>GPA has established a Directing Diversity Group to promote, educate, monitor, advise and innovate in respect of diversity issues in GPA and through its role in the wider community.</p> <p>In developing the Disability</p>	<p>Establish mechanisms to involve disabled people in the community:            Encourage further development of IAG so as to include disabled representation</p>	<p>IAG Steering Group representative.            Year 1</p>	<p>As the IAG does not currently (October 06) have disabled representation amongst its membership issue of disabled representation to be raised at IAG Steering Group.            GPA IAG Steering Group rep follow up by December 2007 in liaison with DDG Disability rep</p>

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	Equality Scheme GPA encouraged disabled staff and staff with an interest in disability issues to contribute to the development of the DES establishing a Disability Working Group to facilitate their involvement	Ensure that disabled staff are represented in the membership of the Directing Diversity Group.	January 2007	Recommendation to the Board 22.11.06 Staff member identified and membership of DDG agreed. Completed
Mainstream disability equality across GPA and into all of its activities	Implementation of the DES does not feature in the GPA Business Plan 2006 - 2007	Ensure that disability equality is addressed in the business planning process	Chief Officer Year 1	Completed 2007-08