



NATIONAL PROBATION SERVICE  
for England and Wales

*Gloucestershire*

GLOUCESTERSHIRE PROBATION AREA

**THE SCHEME TO PROMOTE  
RACE EQUALITY**

Version 2 2005-2008  
May 2005 (amended February 2006 and March 2007)

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## Revision of Gloucestershire Probation Area Race Equality Scheme

The GPA Race Equality Scheme has been revised in line with the guidance issued in Probation Circular 21/2005 as outlined below.

Chief Officers are asked to ensure that their Race Equality Schemes (RESs) are reviewed in line with the guidance and assessment template provided by the Commission for Racial Equality for the statutory three year review of the list of functions, policies and proposed policies which have relevance to the duty to promote race equality contained in National Probation Directorate and National Probation Service Race Equality Schemes. The deadline for returns is May 31<sup>st</sup> 2005 and a copy of the revised documentation should be forwarded to NPD.

The Race Relations Amendment Act (RR(A)A) require all listed public authorities subject to the specific duty to carryout a statutory review i.e. review their list of functions, policies and proposed policies for relevance to the general statutory duty every three years. The rationale for reviewing this list is to help ensure a listed public authority, effectively mainstreams race equality into its core business arrangements.

To comply with the RR(A)A NPD and NPS will, as a minimum, be required to review their list of functions, policies and proposed policies. In addition, subject to time constraints, it would be advisable to consider whether the current RES meets organisation requirements.

The high level priorities in race relation issues for NPD and NPS for 2005/06 are:

- To carry out an impact assessment of action plans relating to offender management
- Continuous improvement of ethnic monitoring systems for staff, offenders and victims using the 16 + 1 Census categories, referred to in the Commission for Racial Equality's Ethnic Monitoring Guide
- Review and evaluate the human resource function to ensure that arrangements as required under the employment monitoring duty are put in place. Monitor for disproportionality and if required take remedial action. Work towards becoming an employer of choice, and aim towards greater representation of black and ethnic minority staff at senior levels within the organisation
- Implementation of strategies to achieve comparability and improvement of service delivery to black and ethnic minority offenders
- Development of a national strategy for hate crime

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***Introduction by the Chairman and Chief Officer  
of Gloucestershire Probation Area Board***

The Race Equality Scheme Version 2 for the Gloucestershire Probation Area has been updated to incorporate version 1 that was approved by the Probation Board in 2002. We are pleased to note that staff feedback from the 2004 staff survey indicates a positive perception of the way race and diversity issues are embedded in the workplace culture. We recognise further areas for development and look forward to implementing our action plan over the next review period,

***Sir William Wratten***  
***Chairman***

***Yvette Ball***  
***Chief Officer***

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## 1 Introduction

The Gloucestershire Probation Area is one of 42 areas managed by a local Probation Board within the National Probation Service for England and Wales. 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 Home Office aims as follows:

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 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 is a statutory body and therefore required under the Race Relations Amendment Act 2000 to publish a race equality scheme. The Gloucestershire Probation Board's Scheme applies to all members and staff within that Area irrespective of whether they are involved in policy development, service delivery or 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.

## 2 Specific Duties of the Probation Service

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 ie. Community Rehabilitation Order, Community Punishment Order, Community Punishment and Rehabilitation Order, Drug Treatment and Testing Order and to Community Orders and requirements under the Criminal Justice Act 2003. Supervision of and 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 and linked issues, eg. drug addiction, misuse of alcohol, 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 Community Punishment Orders and Community Punishment and Rehabilitation Orders and Unpaid Work Requirements (CJ Act 2003) also includes the provision of work placements so that offenders carry out unpaid community work to the

benefit of the community. These are either supervised directly by probation staff or representatives of beneficiaries.

- 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 of the risk of offenders who are subject to probation supervision causing serious harm or re-offending, including working with the Multi-agency Public Protection Panel
- The provision of information to victims of serious, violent or sex offenders where the offender is serving a twelve-month or greater prison sentence.

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

In addition, the Gloucestershire Probation Area contracts a number of partnership agreements 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.

### **3 Assessment of Functions and Policies**

Gloucestershire Probation Area conducted an assessment of its functions during the period 2002 – 2005 and has reviewed this assessment as part of its statutory duty to review its Race Equality Scheme. The current assessment of functions is documented in Annex 2. A prioritised list of Gloucestershire Probation Area's policies has also been developed and reviewed and is documented at Annex 3. The criteria for prioritization of assessment of functions is by:

- Point of entry into GPA for staff or offenders
- Care and supervision of staff
- Sentence management planning
- Management of high risk offenders

The criteria for prioritization of assessment of policies is:

- Those relating to operation of court orders and licences
- High risk offenders
- Diversity
- Business planning (because not previously assessed)

It is expected that all policies incorporate the three strands of the general duty.

Impact Assessment of policies is conducted using the Dorset Probation Area Impact Assessment and Consultation tool (based on a pilot National Probation Directorate tool) and impact assessment has been mainstreamed into standard policy making processes. The Impact Assessment Tool is documented at annex 4

### **4 Employer Functions**

In order to provide the range of services described in section 2, Gloucestershire Probation Board acts as an employer to approximately 200 members of staff of whom approximately 6% are from minority ethnic background. The full range of employer functions includes:

- Recruitment
- Selection
- Employment, including payroll
- Training and staff development
- Staff appraisal and supervision
- Employee care

- Termination of employment, including exit interviews.

These employer functions are supported by a range of policies that are approved by the Gloucestershire Probation Board and are supported by clear procedures. Employment data has been collated and analysed by ethnicity based upon Census 2001 census classifications in respect of:

- Recruitment
- Retention – including exit interviews
- Promotion
- Grievance & disciplinary proceedings

This data is documented at Annex 5 and shows that GPA had 8% of staff from ME groups against a target of 2.6% to reflect the county population.

## 5 Structures Currently in Place in Relation to Race Issues

The Gloucestershire Probation Area has in place a number of structures, which provide support to ensure that it complies with legislation in respect of race issues, both with regards to service delivery and employment. 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 purpose of the Group is to direct and advise GPA 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 GPA and through its role in the wider community.

- Training and staff development  
Core training is provided to all staff in respect of equal opportunities. Staff receive race awareness empowerment training. In addition further training is applied to relevant staff in dealing with racially motivated offenders. All staff members are appraised on an annual basis against a range of requirements including a specific requirement “Promote equality for all individuals, in particular anti-discriminatory practice”. This emphasises the importance of non discrimination in all its aspects including race
- Service Delivery  
Interpreters are used where necessary. Where racially motivated offenders are being supervised black staff are provided with the opportunity to opt out from direct involvement. Approximately 10% of community punishment projects are delivered to the benefit of minority ethnic groups
- Black Staff Group  
Staff from minority ethnic origins are encouraged to be members of the Black Staff Group. There is a member rep on the DDG and members act as further advisors to senior management. The Black Staff Group also provides a forum within which black staff can raise issues of concern in relation to race. The Black Staff Group are provided with a designated budget to use as they see fit, e.g. 2004 on development workshop for completing application forms and interviews.
- Racist Incidents  
Any racist incidents occurring involving staff or service users are monitored and regularly reviewed by the Safety Committee and Chief Officer. In addition Gloucestershire

Probation Area co-operates with other agencies in racist incident groups across the County and is represented on the County-wide Hate Crime Action Group.

- **Local Criminal Justice Board**  
This is a Gloucestershire-wide criminal justice board on which the Probation Service is represented. The Chief Officer chairs a Public Confidence Sub-group which includes the monitoring of ethnic minority data across the criminal justice agencies and ensures inter-agency co-operation within the criminal justice system in dealing with race issues
- **Monitoring**  
A wide range of service delivery and employment functions is monitored in respect of ethnicity of offender, victim or staff. As a result of this monitoring information is provided to support ensuring race equality. Staffing information is reviewed by the HR team and regularly brought to meetings of the GPA Board. Service delivery information is reviewed at the Strategic Information Unit meeting and taken to Operational managers for action as appropriate. The data has not yet indicated significant disproportionality in either regard.

## **6 Race Equality Action Plan**

The Gloucestershire Probation Area has undertaken considerable work in relation to dealing with race issues including implementing much of the 2002-05 Race Equality Action Plan in response to the McPherson Report, the Home Secretary's priorities on race and the recommendations of Her Majesty's Inspectorate of Probation's Thematic Report on Race. An updated Review of the RE Scheme has been undertaken incorporating an Assessment and Action Plan in line with CRE guidelines and can be seen at annex 1. It is recognised that more work needs to be done to ensure that GPA continues to meet the requirements of the Race Relations Amendment Act in respect of race equality.

## **7 Consultation**

Gloucestershire Probation Area recognises the value of consulting upon and monitoring the impact of current and proposed policies and will ensure that processes are in place to assess and consult appropriately as the Scheme is developed to 2008. Consultation is undertaken with members of the countywide Directing Diversity Group and other key stakeholders as feasible.

## **8 Report and Review**

The Race Equality Scheme will be reported on annually, both within Gloucestershire Probation Area Annual Report and in a separate report to the National Probation Directorate as required. The Scheme and any reports upon it will be available to the public and accessible through the Gloucestershire Probation Area website <http://www.glosprobation.org.uk> In addition to the Scheme, the plan outlined in Annex 1 will be reviewed and updated on an annual basis with progress being reported to the Gloucestershire Probation Board.

## **9 Complaints**

Gloucestershire Probation Area will take seriously any complaints that it may receive regarding its approach to race equality or about the way in which it is meeting its statutory duty.

Anyone wishing to make a complaint should contact the Chief Officer at:

Gloucestershire Probation Area, Bewick House, 1 Denmark Road, Gloucester GL1 3HW  
Tel: 01452 426250

The Chief Officer will ensure that investigations are conducted using the Area's established complaints procedures ensuring that people have an opportunity to express their views and to have their comments investigated in a fair and unbiased way. If a complaint is found to be justified appropriate action will be taken to rectify the situation.

Alternatively complaints may be made to:

The Race Equality Council for Gloucestershire:  
15 Brunswick Road, Gloucester Tel: 01452 301290

The Commission for Racial Equality:  
Elliot House, 10/12 Allington Street, London SW1E 5EH Tel: 0207 828 7022

## **10 Further Information**

For further information regarding the implementation of the Race Equality Scheme in Gloucestershire, contact

Yvette Ball, Chief Officer  
National Probation Service – Gloucestershire  
Bewick House  
1 Denmark Road  
Gloucester  
GL1 3HW

Tel: 01452 426253  
E-mail: [yvette.ball@gloucestershire.probation.gsi.gov.uk](mailto:yvette.ball@gloucestershire.probation.gsi.gov.uk)

For information regarding the National Probation Service Scheme contact:

Marg Harris  
Head of Diversity  
National Probation Directorate  
Horseferry House  
Dean Ryle Street  
London  
SW1P 2AW

Tel: 020 7217 8609  
E-mail: [Marjorie.Harris2@homeoffice.gsi.gov.uk](mailto:Marjorie.Harris2@homeoffice.gsi.gov.uk)