

WEST MERCIA PROBATION TRUST

SINGLE EQUALITY SCHEME

2009 - 2012

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FOREWORD

This Single Equality Scheme sets out how West Mercia Probation Trust will meet its duties under the Race Relations Amendment Act 2000, the Disability Discrimination Act 2005, and the Equality Act 2006. It meets the requirement in each piece of legislation to develop a specific Single Equality Scheme, bringing the three areas together without losing focus on the specific equality strands.

Though West Mercia Probation Trust is only required by law at this time to publish a scheme relating to race, disability and gender, our commitment to equality is wider than this, as described in our Diversity Strategy (Positive about Diversity). It also encompasses religion and belief, sexual orientation and age. The scheme will embody West Mercia's Policy Statement making it explicit that:

“The West Mercia Probation Trust Board recognises the probation service's duty to play a key role in promoting equality and embracing diversity in the wider criminal justice system. The Trust Board will ensure that policies, procedures and practices for staff and service users support and encourage the elimination of discrimination and the promotion of equality of opportunity for all”

Promoting equality and respecting and valuing people's differences is at the core of an open, impartial and trusted Probation Service. West Mercia Probation Trust has a crucial role to play in building the confidence of the diverse communities it serves within its wide area. But promoting equality is more than just a statement of how the Trust will meet its statutory requirements. It must be an integral part of the way we conduct our business. This scheme encourages us to think beyond those constraints and barriers that we will find in our way and, consistent with the overall approach of the Trust, challenge ourselves to find new ways of working. We are committed to delivering real and sustainable change for the offenders we supervise, in the places in which they live and within the communities of which they are a part, as well as applying the principles with equal commitment to our own staff and the ways in which we organise our own work.

Progress against the Scheme will be reported annually, aligned to the Trust's business planning cycle.

James Kelly
Trust Board Chair

David Chantler
Chief Executive

31st March 2009

OUR COMMITMENT

WMPT has an explicit commitment to working to eliminate discrimination and promote equality throughout every aspect of activity in which it is engaged, in particular in relation to

- The workforce
- The delivery of services
- Working with partner organisations
- Engaging with local communities and stakeholders
- Commissioning and contracting services from external organisations

OUR VALUES

- Treating people fairly, openly and with respect
- An uncompromising stance against harm caused by crime
- A strong belief in the capacity of people to change
- The importance of taking personal responsibility for behaviour
- The necessity of learning from experience
- Local communities are at the heart of our work

OUR VISION

To protect the public, to reduce Re-offending, to punish and rehabilitate offenders, to build confidence for communities, courts and victims

SECTION 1: INTRODUCTION TO OUR SCHEME AND US

BACKGROUND

Since we produced our first Scheme, there have been a number of changes that affect the way we work. Under equality legislation and European directives we demonstrated how we must embed equality into our culture and made sure that we do not discriminate when providing services and employing people.

In 2002 our equality scheme included our duties under the Race Relations (Amendment) Act 2000. We reviewed the scheme in 2005 and 2006 and in 2007 expanded it to produce a Single Equality Scheme to include our duties under the Disability Discrimination Act 2005 and Equality Act 2006. Our current Single Equality Scheme incorporates our duties under Race, Disability, and Gender and embraces our commitment to Sexual orientation, Age, Religion and Belief.

WHO WE ARE

The Criminal Justice and Court Services Act, which came into effect on 1st April 2001, established West Mercia Probation Trust as one of the forty-two (42) areas of the National Probation Service in England and Wales. After being selected as one of six probation areas in the first wave of 'pathfinder' Trusts under the Offender Management Act (2007) the new West Mercia Probation Trust was officially launched on 1st April 2008.

It serves a mixture of urban and rural communities in Worcestershire, Herefordshire, Shropshire and Telford and Wrekin. The population recorded in the 2001 census was 1,158,476.

It is a forward-looking, innovative service with staff based at local delivery centres: Worcester, Redditch, Kidderminster, Hereford, Shrewsbury and Telford. In addition some staff are seconded to:

- The 4 Prisons in West Mercia, Hewell, Shrewsbury, Long Lartin and Stoke Heath Young Offenders Institution.
- The Youth Offending Services
- Drug Interventions Programme Teams
- Partner agencies, including not for profit organisations such as Youth Support Service

WHAT WE DO AND HOW WE DO IT

We are a law enforcement agency delivering community sentences, supervising and working with offenders according to the terms set by Courts and the Parole Board; we work directly with offenders and provide information to victims on the sentences served by violent and dangerous offenders.

Our aims are:

- To protect and manage risk to the public
- To reduce re-offending by changing behaviours of offenders
- To deliver proper punishment of offenders
- To secure the rehabilitation of offenders
- To ensure offender's understanding of the impact of crime on victims and the public

OUR STAFF

This is our staff statistics as at 31st March 2009. We have a total of 446 staff made up as follows:

Gender	Ethnicity	Disability (DDA)	Age groupings
289 Female	401 White British	346 No	16 – 24 4
156 Male	5 Asian British (Indian)	55 Yes	25 – 34 100
1 preferred not to say	5 Asian British (Pakistani)	7 Prefer not to say	35 – 44 109
	4 Black British (African)	38 Not yet completed	45 – 54 126
	6 Black British (Caribbean)		55 – 64 90
	3 Black British (Other)		65+ 17
	2 Mixed (White/Black Caribbean)		
	1 Mixed (Other)		
	1 Other Ethnic Group		
	4 White Irish		
	11 White Other		
	3 Refused		

OUR GOVERNANCE

A Board of thirteen (13) members including the Chief Executive governs West Mercia Probation Trust. The non-Executive members are chosen by competitive interview following an open recruitment process, and represent a wide range of interests and areas within West Mercia. They are advised by a senior judge and appoint a Board Secretary and Board Treasurer.

The Trust is governed by Acts of Parliament, mainly the Offender Management Act (2007) and regulations made under the Act, as well as by its contract with the National Offender Management Service. The Board, through open and challenging discussion, internally and with partners, sets the strategic direction for the Trust, provides leadership and a clear focus on priorities. The Board monitors the processes by which the organisation

delivers the strategy and ensures high standards of ethics, legal compliance and probity.

The Board meets in open sessions once every two months, and delegates certain defined activities to committees – Human Resources, Performance and Resources and Audit and Scrutiny. The Board receives an annual progress report on the Equality Schemes.

SECTION 2:WMPT BUSINESS STRATEGY – EQUALITY AND DIVERSITY

We have demonstrated in our Strategic Plan 2009 – 2013 our recognition of some of the issues we need to take account of if we are to meet our vision of equitable, accessible services for offenders and victims regardless of their race, ethnicity, disability, sexual orientation, age, gender, religion or belief and identified the objectives to be achieved. Across West Mercia 2.3% of the population are members of minority groups however 8% of victims are drawn from minority groups. Ethnicity also varies geographically across West Mercia, with the ethnic minority population of Telford and Wrekin being 5.2% and Herefordshire 0.9%.

There is also considerable diversity across the area in terms of a rural/urban split with Shropshire and Herefordshire in amongst the least densely populated counties in the county, and parts of North East Worcestershire and Telford and Wrekin being significant urban areas with much in common with the industrial West Midlands. We are committed to developing and providing services that are responsive to the needs of local communities and the diverse offenders and victims whom we serve.

WMPT welcomes the move towards a single equalities approach; we have always held that equal opportunities and treating people with respect were an indivisible commitment and we will maintain that commitment to everyone receiving an equitable service and being treated with respect, no matter what they may have done; this will remain at the heart of our values.

Included in our long-term objective is the following:

We will be a knowledge based; quality management organisation operating with highly trained, committed and disciplined staff. This includes:

- Our organisation reflecting the diversity of the environment within which we operate, to ensure our effectiveness across our offender base and our constituency.

Our fourth Strategic Objective is – Building organisational capacity by developing our staff and the elements includes:

- 4.1 Maximise the potential of all staff in order to create future leaders
- 4.5 Enhance our approach to diversity
 - Implement the Single Equality Scheme

Our fifth Strategic Objective is – Maximising partnerships and commissioning opportunities and the elements include:

- 5.5 Prioritise use of community payback to meet needs of local communities, to involve local communities and to respond to the effects of crime and anti-social behaviour
- 5.6 Services to women

The above shows how we have incorporated diversity within our strategic plans and the activities we anticipate to deliver between 2011 and 2013.

LEADERSHIP

We recognise that in order to embed equality into everything we do, there has to be a clear message from the Board, Chief Executive and the Executive Team. The Board is determined to promote both the spirit and the letter of equality and on behalf of the Board, the Chief Executive will take responsibility for the strategic oversight of the Single Equality Scheme compliance and Human Resource Assistance Chief Officer with management responsibility will take the lead for diversity. In addition the Chief Executive chairs the Diversity Strategy Advisory Group which meets quarterly and comprises external members of the community representing race, religion, faith, disability, Lesbian Gay Bisexual and Transgender, Trade Union and diversity representatives.

We are in the process of reviewing this set up and are working towards a framework that focus more on integrating diversity and equality within the overarching performance framework. This will mean that objectives will be smart, measurable and delivered within agreed timescales. Accountability will be core to the new performance management system.

SECTION 3:OUR FUNCTIONS – THE DETAILS

West Mercia Probation Trust functions are divided into 4 broad areas:

1. Support Services:
 - A. Human Resources
 - B. Finance
 - C. Staff Development and Training
 - D. Information Technology
 - E. Estates and Facilities/Health and Safety
 - F. Partnerships and Contracts
 - G. Commissioning, Procurement of Goods, Facilities and Services
 - H. Performance and Information
 - I. Strategy and Policy
2. Court Services
3. Offender Management
4. Interventions:
 - A. Approved Premises
 - B. Accredited Programmes

- C. Community Payback
- D. ETE
- E. Specified Activities
- F. ETE Strategy

1. SUPPORT SERVICES

1. A. Human Resources:

The responsibilities include planning the workforce of the organisation, recruiting and selecting staff, dealing with terms and conditions of employment, developing employment policies, procedures and guidelines. The collection, analysis and publication of employment monitoring data are key deliverables in this area. Although we have the mechanism for doing this we now begin to collect and analyse the required data, report and publish consistently.

Priorities include:

- Quarterly production for the DSG and Board of training and HR employment data
- Publication of employment and training data
- Analysis of the data to identify emerging issues, potential/actual disproportional outcomes and develop and implement remedial plans
- Assist managers and staff to challenge discriminatory practice and practice problem-solving approach
- Roll out the Harassment and Bullying policy
- Develop and roll out equal opportunities policy
- Conduct the 2009 staff survey, identify areas of concern regarding the 6 equality strands, advice the DSG and Board, develop and implement remedial actions

1. B. Finance:

This ensures the finances of the organisation are properly accounted for including payment of staff and suppliers and it covers all financial aspects of WMPT work including commissioning, financial reporting, management, control, budget monitoring and probity. We need to take into account the delivery of WMPT equality outcomes as part of the financial planning process and work with LDU managers to ensure the commissioning practices and allocation of resources enable WMPT achieve inclusion of minority groups in procuring and commissioning.

Priorities here include:

- Checking the current procurement/commissioning template to ensure it is 'fit for purpose' regarding the delivery of equality and diversity outcomes

- Work with LDU managers as commissioners/procurers of services to clarify current practices/provisions, understand what, if any gaps exist and develop and implement improvement plans

1. C. Staff Development and Training:

This includes staff training and development, commissioning and ensuring that all employees' training needs are met and they are well equipped and competent to deliver the required services. They ensure that employees continue to develop in role and support attainment of NVQs by staff. They also have responsibility for Trainee Probation Officers and for inducting new employees into WMPT. Equality is a relevant issue. WMPT induction programme has a module on diversity. We actively promote the National Probation Directorate "Accelerate" scheme which is designed to develop aspiring middle managers who have a disability or self identify as BME. One of our managers completed this scheme in 2006. During 2006 we commissioned core awareness and skills training for all our staff on 'Diversity, Disability and Discrimination'. 116 staff and managers attended.

We run regular training event for working with racially motivated offenders and require all of our practitioner staff and managers to attend this when they have completed diversity awareness training.

Other Diversity training offered to staff during 2008 included: Mental Health, Domestic violence, Autism Awareness, Dyslexia, Neurodiversity, and Transgender Awareness.

We currently monitor and publish data on recipients of training by pay band but we have systems in place to monitor recipients by ethnicity, gender, disability and age.

Our priorities include:

- Developing and implementing a diversity and equality strategy
- Delivering required training to support the SES
 - Understanding the WMPT legal requirements
 - What does it mean for the organisation?
 - What does it mean to each member of staff in their specific role to meet the duties?
- Delivery of EIA training for policy developers
- Deliver training to managers on 'managing diversity effectively'

1. D. Information Technology Services:

This section ensures that Information Technology equipment and systems are operating to support the organisation and that the individual assistive technology requirements are met. All employees need to have adequate and up to date business systems and software. A key equality issue here is the need to eliminate or reduce potential or actual adverse effect on disabled people due to lack of access to assistive technology.

Priorities here include:

- Ensuring reasonable adjustments for employees and offenders are responded to timely, appropriately and effectively

1. E. Estates and Facilities/Health and Safety:

This ensures that the buildings and working environments are appropriate for the services to be delivered. It also ensures that WMPT meets its statutory responsibilities under Health and Safety Regulations, working in line with HSG65, the recognised approach to health and safety working.

1. F Partnerships/Contracts

WMPT works closely with 5 local authority areas in West Mercia on shared agreements which work to deliver on public service objectives. There is an explicit and intrinsic shared duty to promote equality in carrying out our joint and individual responsibilities. We are primary partners in the following:

- Multi Agency Public Protection Arrangements (MAPPA)
- Drug Action Teams
- Youth Offending Teams
- Children Strategic Partnerships
- Safeguarding Children Partnerships
- Multi Agency Risk Assessment Conferences (to protect victims of domestic abuse)

The general equality duties have implications for the way WMPT carries out its procurement function. If we contract external organisations to carry out some work for us, regardless of who is carrying out some of our functions, we remain obliged to ensure that equality requirements are met.

We are mindful of the duties under the Gender and Disability equality schemes and are committed to building relevant equality considerations into our procurement process hence our priority includes:

- Reviewing the current procurement/commissioning template to ensure equality and diversity is integrated within it.
- Ensure a diversity proof procurement/commissioning process

1. G. Commissioning, Procurement of goods, facilities and Services

Commissioning ensures that services are commissioned and that they represent good value for public money. The expectation is that commissioned services will demonstrate their commitment to diversity.

In terms of equality and diversity in procurement, WMPT will work towards the following outcomes:

- That all businesses, including voluntary organisations, have equal opportunity to bid for and win contracts for goods and services

- That all contractors understand that WMPT operates to standards on equality and diversity in the delivery of services and that they will be expected to do likewise;
- That all contractors meet minimum standards in terms of equal employment opportunities
- That contractors will work on a voluntary basis to promote equality of opportunity beyond the scope of the contract

We undertook a review of our contracting and tendering arrangements during 2008 and are currently working with an independent consultant to implement the changes in the way we tender and contract services. We anticipate this work will be completed during the course of 2009.

Our priorities in this area include:

- Determining the minimum equality standards in terms of equal employment opportunities
- Identifying minority individuals/groups from the six equality strands and making sure they have access to information about WMPT business opportunities
- Raising awareness and understanding of WMPT business and processes in order to facilitate their participation and inclusion.

1. H. Performance and Information: This ensures that the organisation meets its performance targets and that management information and information security issues are met.

1. I. Strategy and Policy

WMPT has included the SES in its four-year strategic plan. WMPT also sees leadership and accountability as key elements of its equality agenda. We have in place a Diversity Strategy Group which takes responsibility for effective delivery of our equality programme. An Assistant Chief Officer has lead responsibility for equality and diversity. The Diversity Strategy Group is set up to oversee the equality agenda, monitor progress and assist the Board and SMT in their determination to make quantifiable progress. The Chief Executive is the chair of the DSG and its members are made up of some WMPT staff, board members and external partners. We are currently reviewing the DSG framework and are working on a framework which would have accountability and performance management as the key elements and its membership will be broader than currently and include staff representing the six equality strands as well as administrative, union and class issues.

2 COURT SERVICES

This is potentially a critical point with regards to issues of equality as it is the point of first contact between an offender and the Probation Service. A number of key activities take place here. They include the provision of Pre-Sentence Reports (PSRs) for the Courts. These reports could be oral which is presented on the day, a fast delivery report - produced between one and five

days - or a full report produced within fifteen days. An offender manager writes a PSR. The offender manager meets and interviews the offender, assesses the risk he/she poses to the community and makes a proposal to the court to assist them with sentencing. The offender manager also considers what personal or special additional needs a person may need in order for them to comply with the court's sentence.

In considering those needs the individual's circumstances are examined to identify issues such as language barrier, (for example someone whose first language may not be English may need an interpreter), disability access, childcare, religion, cultural etc. Our focus is on ensuring that the necessary discussion and agreement is in place to ensure we meet the cost of translators/interpreters at a level which will prevent potential or actual deflection of offenders from minority groups from certain programmes such as Unpaid Work, Sex offenders' programme.

There is national research data/information indicating that there are disproportional outcomes for BME people in this area.

We use gate keeping forms to quality assess the content of fast and standard reports. All ethnic minority reports are gate kept. We agreed set criteria for gate keeping twelve months ago. We would be checking the criteria to ensure that they are being used consistently and are effective. Previous statistical evidence indicated that proposals were avoiding one to one interventions with ethnic minority offenders for fear of getting things wrong. We need new data to update current position. If there is any evidence of disproportional outcomes we will develop and implement improvement activities.

Priorities are:

- Monitor and analyse service delivery data to identify any evidence of potential/actual disproportionality
- Review current gate keeping criteria to ensure it captures potential/actual disproportionality
- If non-justifiable disproportionality exists, explore and understand causes and develop/implement remedial plan

3 OFFENDER MANAGEMENT

WMPT delivers offender management service to the districts of Hereford, Worcester, Telford and Wrekin and Shropshire. Offender management must meet the requirements of the courts for appropriate punishment, restriction or rehabilitation. Offender managers assess the diverse needs of offenders to protect the public, reduce re-offending, to reintegrate the offender into the community and to improve public confidence in the criminal justice system.

Each district identifies the differing needs of the offender communities, enabling equality of access to offender management and working towards achieving fairness and equality of outcomes for all. Our commitment is to gather and analyse data and information consistently to ensure this is

achieved and the risk of unjustifiable disproportional outcomes relating to the six equality strands are eliminated.

The court may sentence an offender to a community or custodial sentence. Offenders are allocated to an offender manager. Offender managers supervise offenders. The offender manager is responsible for assessing and managing the risk that the offender may pose to the community as well as the risk of failure to comply with court's orders and completing their sentences, ensuring agreed interventions are provided and enforcing non-compliance should the situation arise.

OASys risk assessments reflect a full understanding of the factors particularly associated with re-offending and that access to service provision is appropriate to needs at whatever tier offenders are located within the offender management model

E-Oasys: Focus work on the risk of harm and likelihood of re-offending posed by the offender should identify the appropriate level of interventions and services that meet the diverse needs of offenders.

4 **INTERVENTIONS**

The full range of nationally accredited offending behaviour programmes are available to be included as a requirement in a Community Order or a condition of licences for released prisoners.

We provide brief interventions for substance misuse either as part of a supervision requirement or as a drug rehabilitation/alcohol treatment requirement. This is delivered through joint arrangements with partner agencies in local Drug and Alcohol Action Teams.

- A. Approved Premises
- B. Accredited Programmes
- C. Community Payback
- D. ETE
- E. Specified Activities
- F. ETE Strategy
- G. Attendance Centres
- H. Alcohol Treatment Requirements
- I. Drug Rehabilitation Requirement
- J. Working with Victims

Tiering: The level of intervention and access to service is appropriate to the need of the offender wherever they are located in the tiers of offender management. A key issue is to identify where BME and other minority offender groups are located within the tiering system to ensure there is fairness and equity and no disproportionality in tiering outcomes.

4. A. **Approved Premises:**

WMPT provides approved premises which accommodate offenders who require a high level of supervision.

We offer accommodation in the Braley House Hostel. We have made adaptations to meet the needs of residents with mobility issues, including wheelchair users. The 2008 premises audit highlighted that more needs to be done to improve facilities for disabled residents.

We do not currently routinely collect and analyse data/information on ethnicity, race, gender, disability and other equality strands regarding access to accommodation and we are therefore not in a position to determine whether disproportional outcomes occur between BME and white offenders. This is a new area for development.

4. B. **Accredited Programmes:** The court may require an offender to attend an accredited group work programme as part of a Community Order. Accredited programmes have been developed nationally and are designed to work with the offender to address his or her entrenched offending behaviour.

4. C. **Community Payback (Unpaid Work):** The court may sentence an offender to carry out between 40-300 hours of Community Payback (previously known as Community Punishment or Unpaid Work) in the community.

We have a wide range of projects for Community Payback, whereby offenders complete unpaid work in the community as a requirement of their sentence.

In the WMPT as a whole, over 133,000 hours of compulsory unpaid work was carried out by offenders in 2008. We encourage all members of our local communities to contact us if they have a suggestion or an idea for work projects in their area.

WMPT does not hold or publish data on beneficiary's race, ethnicity, disability, age, gender etc. We do not currently collate data to enable us to identify whether certain groups are prejudiced against in terms of placement or beneficiaries. This is an area for development.

4. D. **ETE: Employment, Training and Education:** This programme aims to support offenders into sustainable employment. Offender managers work with the offenders to begin a process of re-integration through attendance of training with a view to developing skills that would make the offender more employable. Training could be basic day-to-day activities such as turning up on time, or skills for life such as learning basic literacy and numeracy skills. We have arrangements for offenders to access learning, training and employment opportunities and we work in partnership with other agencies and training providers.

The issues of relevance to equality here is to ensure that there is no disproportional outcome particularly with regards to access to ETE initiatives across all groups of offenders looking at race, ethnicity, age, disability, gender, sexual orientation and religion.

4. E **ETE Strategy**

We are committed to exploring with our various partners areas where potential or actual disproportional outcomes could occur and understanding what the causes might be and putting in place preventive or elimination action plans.

A key starting point is developing and implementing consistent monitoring system, collating and analysing data and information.

4. F: **Specified Activities**

The court may require an offender to attend:

4. G: **Attendance Centres**, 4. H: **Alcohol Treatment**, 4. I: **Drug Rehabilitation Treatment** as a condition in an offender's order. The requirement for treatment may be with low, medium or high intensity intervention depending on the assessment of the need of the offender. Offenders are able to access structured day care programmes and they include a range of interventions such as testing, counselling, harm reduction, relapse prevention and alternative therapies. The DRR requirement frequently forms a key part of the package for Prolific and Priority Offenders.

Specified activities are very relevant to equality in that access to the provision across all groups needs to be open and proportional. Monitoring is the key.

4. J: **Working with victims**: WMPT has a statutory obligation to contact victims of sexual or violent offences where the offender is sentenced to 12 months or more to keep victims informed of the various key stages of the prisoner's sentence and to seek their views on the impact of the offence on them. We are focussing on BME victims given the data suggesting an over-representation of this group within the victims' category.

A key equality issue here is the monitoring of victim contact. An analysis of current data will be looked at to ascertain if there is proportionality in the levels of contacts and if there is evidence of low contact from Black and minority ethnic, disabled, gay/lesbian, women, young people or elderly then the barriers to contact could be addressed.

SECTION 4:WHAT THE LAW SAYS - GENERAL AND SPECIFIC DUTIES

RACE EQUALITY

The Race Relations (Amendment) Act 2000 places a duty on public authorities to promote race equality in policy-making, service delivery, regulation and employment.

The General Duty:

1. Eliminate unlawful racial discrimination
2. Promote equality of opportunity

3. Promote good race relations between people of different racial groups

Specific Duties:

The specific duties require WMPT to publish a Race Equality Scheme by 31 May 2002. This should be reviewed at least every three years. The key elements of the Race Equality Scheme should include:

- A list of the functions and policies (including the proposed policies) that are relevant to their performance of the general duty to promote race equality
- Arrangements for assessing and consulting on the likely impact of proposed policies on the promotion of race equality
- Arrangements for monitoring policies for any adverse impact on the promotion of race equality
- Arrangements for publishing the results of assessments, consultations and monitoring undertaken to identify any adverse impact on race equality
- Arrangements for ensuring public access to information and services
- Arrangements for training staff in connection with the general duty to promote race equality and any specific duties
- Arrangements for meeting the employment duty

Specific Duties: The Employment Duty

WMPT is required to meet the Specific Duty on employment. WMPT is required to monitor the numbers of staff by reference to the racial groups to which they belong by:

- Staff in post
- Applicants for employment, training and promotion

WMPT as an organisation with *150 or more full-time staff* is also required to monitor the numbers of staff by reference to the racial groups to which they belong who:

- Receive training
- Benefit or suffer detriment as a result of its performance assessment procedures
- Are involved in grievance procedures
- Are the subject of disciplinary procedures
- Cease employment

In addition to collecting ethnic monitoring data, WMPT should:

- Analyse the data to find any patterns of inequality
- Take any necessary action to remove barriers and promote equality of opportunity
- Publish the results of the monitoring each year

Race Equality: Employment Monitoring

Staff Ethnicity: Information from 2001 Census indicates that the area has a total minority ethnic population of 26,646 which comprises 2.3% of the total population. WMPT monitors the ethnicity of all staff and applicants using the 2001 census.

The following is taken from the 2001 census of population within the Herefordshire, Shropshire, Telford and Worcestershire areas the combined total for each area is 1, 158, 450. (ethnicity break down of staff)

Ethnicity	2001 Census %	West Mercia Probation
White (British)	95.59	89.91
White (Irish)	0.64	0.90
White (Other)	1.14	2.47
Asian British (Indian)	0.41	1.12
Asian British (Pakistani)	0.40	1.12
Black British (Caribbean)	0.16	1.35
Black British (African)	0.07	0.90
Black British (Other)	0.02	0.67
Mixed (White/Black Caribbean)	0.28	0.45
Mixed (Other)	1.14	0.22
Other Ethnic Group	0.15	0.22
Refused	-	0.67

In 2008 we had a total of 28 (6.3%) staff who self identified as being black or of minority ethnic origin.

Training data for period 1 April to 31 March 09 showed that 5.06% BME undertook training against a staff profile of 6.3

In 2008 (January – December) we received 141 applications for employment. Of these, 9 (6.4%) were from BME candidates. 3 were short-listed but none was recruited.

It would appear there is some evidence of disproportional outcome for BME. We will therefore be examining our selection and recruitment processes to identify whether there is any justifiable reason for this differential outcome and put in place remedial actions to address the situation if there are no justifiable causes.

The numbers of staff having an appraisal in the last 12 months grew from 48% returns in 2007 to 91% in 2008. As part of the Investors In People (IIP) initiative regular auditing of supervision sessions takes place across a cross section of staff i.e. grade, location and three strands of diversity. This looks at quality issues such as workload, training, support etc. However we have no data on appraisals and ethnicity

Between 1 April 08 and 31 March 09, 28 (6.3%) BME staff - 20% of 39 leavers were BME

This information signals a need for exploring potential or actual disproportionality in outcome between BME and white staff.

Priorities

- Monitoring of ethnicity in all required areas of employment duty
- Exploring areas where there are potential or actual indicators of disproportionality in outcomes between BME and white staff, develop and implement improvement action plans
- Train WMPT Diversity Champions to support diversity proofing initiatives in recruitment and selection processes
- Develop action plan to improve the uptake of exit interview
- Explore the potential to use exit interview processes and information as learning tools with regards to reasons why BME people leave WMPT

Service Delivery Monitoring:

Information from 2001 Census indicates that the area has a total minority ethnic population of 26,646 which comprises 2.3% of the total population. An understanding of the population profile is important in reaching out and meeting equality and diversity needs.

LDU	White	Total Minority Ethnic Population	Mixed	Asian	Black	Chinese/Other
Worcestershire	97.5	2.5	0.7	1.1	0.3	0.4
Herefordshire	99.1	0.9	0.4	0.2	0.1	0.2
Shropshire	98.8	1.2	0.4	0.3	0.1	0.4
Telford and Wrekin	94.8	5.2	1.1	2.9	0.6	0.7
Total West Mercia	97.7	2.3	0.6	1.0	0.3	0.4

Out of a total caseload of 4,200 cases at the end of February 2009, only 253 (6%) relate to BME offenders. This represents a rise of almost 1% on the same figure for the caseload at the end of February 2008. The rise in the proportion of BME offenders is due mainly to a rise in the number of offenders who describe themselves as being ‘Asian’ or British Asia’. The largest individual ethnic group, at 92% are those who describe themselves as ‘White British’ while the largest BME group are those who would describe themselves as being ‘Pakistani’ or ‘British Pakistani’, at only 1%.

Available national evidence suggests that BME people are over-represented in the criminal justice system.

We also recognise that whilst across West Mercia 2.3% of the population are members of BME group, 8% of victims are from the group.

WMPT has commissioned contracted partnership arrangements to meet the needs of BME offenders e.g. interpreter and translation service and to utilise the resources of BME community/organisations appropriately. On the use of interpreters, regular monitoring and quality assessments of the provision of the interpreting service.

Priorities here include:

- Collection and analysis of race and ethnicity data and information across all service delivery areas to identify any evidence of potential or actual disproportional outcomes for BME offenders, develop and implement improvement plans where and if necessary
- Monitor by race and ethnicity complaints and offender surveys to ensure that BME offenders concerns are heard and taken into account.
- Provision of training for staff in working with interpreters
- Monitoring of the tiering system data and information to ensure there is no unjustifiable disproportional representation of BME at the top tiers.

DISABILITY EQUALITY

The Disability Discrimination Act 2005 places a duty on West Mercia Probation Trust to promote disability equality in policy-making, service delivery, regulation and employment

The General Duty

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

Specific Duties: Disability Equality Scheme

The specific duties require WMPT to publish a Disability Equality Scheme by 04 December 2006. This should be reviewed at least every three years. The key elements of the Disability Equality should include:

- A statement of how people with disabilities have been involved in the scheme's development
- Arrangements for assessing the impact of its policies and practices, or the likely impact of its proposed policies and practices, on equality for disabled people

- A statement of proposed steps to take towards fulfilling the general duty to promote disability equality within the period of time covered by the scheme
- Arrangements for gathering information to assess the impact of its policies and practices on people with disabilities, in particular:
 - The recruitment, development and retention of disabled employees
 - The regulations on educational opportunities available to, and the achievements of, disabled pupils and students
 - The extent to which functions and services take accounts of the needs of disabled persons
- Arrangements to use information gathered in fulfilling the duties, in particular:
 - Arrangements for reviewing on a regular basis the effectiveness of steps taken towards fulfilling the general duty to promote disability equality
 - Arrangements for preparing subsequent Disability Equality Schemes

Annual Reporting

The specific duties require WMPT to publish an Annual Report by no later than one year after the publication of the first Disability Equality Scheme and every year thereafter. The report should contain a summary of:

- Steps taken towards fulfilling the general duty to promote disability equality
- Results of the information gathered as part of the specific duties
- How the information gathered has been used in fulfilling the duties

Employment

WMPT is required to collect statistical information on the numbers of disabled people who are:

- Applicants for employment
- Staff in post
- Employees who leave employment

WMPT is required to collect statistical information on the number of disabled staff who:

- Receive training
- Benefit or suffer detriment as a result of performance assessment procedures
- Are involved in grievance procedures
- Are subject to disciplinary procedures

In addition to collecting statistical information, WMPT should:

- Analyse the data and consider any differential area between disabled and non-disabled staff
- Investigate the reasons for this
- Take action to remedy it

Disability Equality in Procurement

WMPT must ensure that all its functions meet the requirements of the Disability Discrimination Act regardless of who is carrying them out.

Disability Equality: Employment Monitoring

We have achieved the 'Positive about Disability' – Two Ticks award, which reflects the systems and structures we have in place for recruitment of staff with disabilities.

Our new monitoring system was introduced in July 2008. In same 2008, we had 49 (13.8%) staff who self identified as having a disability as defined by the Disability Discrimination Act 1995.

20% of staff still need to supply us with this information

Training data for the period 1st April 2008 and 31 March 2009 indicated that 12% of disabled people undertook training. The staff profile was 12.3% 11% are 'unknown'.

2 out of 46 leavers declared they are disabled.

28 recorded 'blank'

Regarding work flexible working/life balance 23% were unknown with regards to disability. Disability was not factored into the analysis as no application for flexible/work balance was turned down, however the concern remains the high figure of unknown.

In relation to promotion the returns is 9% declared DDA, 9% were 'unknown'.

We also note in the 2008 staff survey responses that the 14% 'preferred not to say' in disability group have issues about motivation.

The high proportion of unknowns in disability monitoring is a key issue that we will address. It makes it more challenging to determine whether there are potential or actual disproportional outcomes between disabled people and other groups.

Priorities here include:

- A campaign programme to promote monitoring of disability in employment and with a view to increasing declaration rate. Particular focus will be on areas such as work life balance/flexible working requests where 23% were 'unknown' with regards to Disability and training where 11% were 'unknown'.
- Analysis of data/information to identify potential or actual disproportional outcomes, determine if justifiable and if not take action to remedy.
- Targeted exit surveys to capture disability issues
- Training staff to address disability issues and managers to manage diversity effectively.

Disability Equality: Service Delivery Monitoring

Disability monitoring takes place at the point of contact for pre-sentence report preparation and as part of case management.

490 out of a grand total of 4262 offenders on the WMPT caseload described themselves as disabled. These include 102 'Mental Illness', 102 'Other', 93 'Dyslexia', 56 'Learning Difficulties', 35 'Reduced Mobility' 31 'Hearing Difficulties', 25 'Reduced Physical Capacity', 22 'Visual Impairment', 19 'Progressive Condition'.

2349 (55%) were 'Not Stated'

There is demonstrable evidence of disproportionately high incidence of mentally vulnerable offenders. The Report, "The Incidence of Hidden Disabilities in the Prison Population" by the Dyslexia Institute in March 2005 found that 52% of prisoners have limited literacy skills which will seriously hamper their learning and work opportunities.

WMPT priorities here include:

- Disability monitoring campaign to reduce the level of 'Not Stated' returns
- Implementing WMPT strategy on working with offenders with mental health and Learning Disability issues
- Exploration of disability issues under the 'Other' category given that over 100 offenders come under this group.
- Robust 'Reasonable Adjustment' plans are developed and implemented to ensure effective accessibility to and engagement with intervention programmes.
- Specific focus on access to translation services and technological assistance
- Disabled service users actively involved in shaping service planning

INVOLVEMENT OF DISABLED PEOPLE

The involvement of disabled people in the development and delivery of the Disability Equality Scheme is a legislative requirement and is critical to its success.

A disabled Issues Group was set up and was instrumental in assisting the organisation to draw up the disability equality action plan. At the initial phase of our Single Equality Scheme WMPT had a diversity manager which enabled a focus on getting real engagement and involvement of disabled people. The Disability Issues Group will remain a key player in supporting our Single Equality Scheme with the key objective of enabling those working within and those coming in contact with WMPT a voice and support in respect of disability access and capability matters.

We have also been working with a consultant to move our disability agenda forward. This has included a more proactive approach to involve and engage disabled staff in developing this scheme and taking forward the equality

programme. This has led to the review of our equality impact assessment framework and the views of disabled staff have been taken into account. We have now developed and delivered some training in equality impact assessment with specific involvement of disabled staff.

Future action plan includes strengthening the Disability Issues Group so as to improve communication and engagement of disabled staff and other stakeholders.

The current Single Equality Scheme was also reviewed with disabled staff. Involvement has been in the form of meetings between disabled staff network and the Human resource assistant chief officer, sessions with the disability consultant and one to one meetings with disabled staff representatives. The feedback on what disabled people consider to be gaps and barriers to progress include the following:

- Concern that equality impact assessment is robust and consistently done and policy developers receive training in EIA.
- Concern that disabled people are involved in equality impact assessment
- Concern that more people are not declaring their disability. Whilst there is no hard evidence to suggest that disabled people may not be declaring because of anxiety that their disability may be used against them or they may be labelled, these however are considered as potential reasons.
- Concern about accessibility to documents including the current Single Equality Scheme. The SES should be available in accessible formats.
- The disability staff network appears to have become ineffective due to lack of disabled staff participation. Membership has decreased from the initial twenty-five plus to barely four and the quarterly meetings are becoming real challenges. A more pro-active and visible network is necessary in order to get real focus on disability issues and move forward effectively.
- Disabled staff need to feel appreciated and valued for the contribution they can make to the organisation and the disability should not get in the way.
- Staff should be trained in understanding disability issues

These concerns and feedback have been taken into account and the priorities on disability equality strand now include the following:

- Training for staff on understanding and working with disability issues
- Including disabled staff in delivering training on equality impact assessment and carrying out equality impact assessments of WMPT policies and functions.
- Retaining the Two Ticks Positive About Disability' award
- On-going implementation of disability premises audit
- Reviewing the disability Issues Group and creating a new structural framework to make it more formal and influential. This will include new

Terms Of Reference to give it more visible advisory and pro-active input.

Partnerships/Procurement/Resources

We are committed to ensuring that all our functions meet the requirements of the Disability Discrimination Act regardless of who is carrying them out. To this extent we have developed the DDA compliance plan and a Case Conference approach to AT reviews. Our expectation is that all external contractors will provide information on DDA compliance

Priorities here include:

- Implementation of the DDA Compliance plan
- Regular reviews of functionality/other issues for AT users
- Monitoring of external contractors DDA compliance

GENDER EQUALITY

Under the Sex Discrimination Act (SDA) 1975 as amended by the Equality Act 2006 West Mercia Probation Trust is required to produce a Gender Equality Scheme. WMPT in carrying out its functions is required to have due regard to the need to:

10. Eliminate unlawful sex discrimination and harassment that is unlawful under the Sex Discrimination Act 1975 (SDA) and in relation to employment and vocational training, eliminate discrimination and harassment against transsexual individuals;

11. Eliminate discrimination that is unlawful under the Equal Pay Act 1970; and

12. To promote equality of opportunity between women and men

Gender Equality: Employment issues

In common with other probation areas, we have a higher percentage of females in our workforce; of 450 staff we employ, 64% are female. We recognise that we need to attract male applicants to the organisation and will actively promote this requirement.

An example of pro-active step to address this gap was our response to the historically low male applicants for clerical positions. We changed some clerical titles from clerical assistant to administrator and it now appears that we are receiving more male applicants as indicated in the Case Administrator position (35%) compared to the receptionist (3%).

Training data between 1 April 08 and 31 March 09 showed that 66% (staff profile 64.8%) of women and 34% (staff profile 35%) received training. There is therefore no indication of disproportional outcomes here.

Regarding promotion, 59% females and 41% males were promoted in the period 1 April 08 and 31 March 09.

As of March 2009, on Disciplinary, out of 7 cases, 4 were male 3 female
Capability – all 4 cases were male
Grievance – Out of 7 cases, 5 were male, 2 were female.

The indications are that there are some disproportional outcomes for males in disciplinary, capability and grievance.

26% of the 39 leavers between 1 April 08 and 31 March 09 were males. Considering the commitment of the organisation to increasing the numbers of males such a figure raises our concern and our commitment to action on retention.

We also note from the 2008 staff survey information that 16 -19% of staff feel that the disciplinary and grievance policies are not consistently applied across WMPS and male staff are less satisfied than their female counterparts in WMPS as a place of work. We will be focussing on these areas as we develop a programme of cultural change and empowerment as part of this SES action plan.

Priorities here are:

- Regarding data evidence on disciplinary, capability and grievance continue consistent data monitoring and analysis to identify whether this is a 'one off' or emerging trend.
- Determine if disproportionality is justifiable and show rationale and if unjustifiable, develop and implement action to rectify.

Service Delivery

WMPT monitors by gender MAPPA cases, out of a total of 204, 5 are female, PPO cases, 97 males, 3 females, Caseload by Team, Order Type as of 31 October 09, Area total 4262, 3775 males and 487 females (11% female, 89% male)

These figures are identical to those at the end of February 2008.

WMPT has a number of initiatives for women offenders' provisions. Currently there are partnership arrangements with Asher, 'Here 4 Women' provisions in Hereford and Worcester. Future plans include similar provisions in Telford and Shropshire.

WMPT is developing an action plan to implement the national service framework – improving services to women offenders in 2008 and the NOM's Offender Management Guide to working with women offenders in May 2008. The national frameworks have been developed as a response to Baroness Corston's report into women with particular vulnerabilities in the criminal justice system. Baroness Corston's report highlighted the differences between experiences of women and men in the criminal justice system and highlights why women need particular approaches. She provided substantive evidence in support of the following:

- Women have different criminogenic needs than men.
- Prison is likely to have more detrimental impact on women than men
- Women offenders are likely to be disadvantaged by such factors as being primary carers before coming into prison, been victim of domestic violence, lack of access to women specific programmes in prisons as prison set up and programmes are geared towards catering for men.

In addition there are national data to further support potential or actual disproportional experiences/outcome for women and men.

- a 144% increase in sentenced female prison receptions between 1992 and 2002, compared with a 31% increase of men
- 54% of women convicted of an offence in 1998 had no previous convictions and only 7% had been convicted on ten or more previous occasions compared with 37% and 18% of men
- an estimated 8000 children a year have their living arrangements affected because of the mother's imprisonment; only 25% of mothers said their children were being cared for by the children's father compared with 92% of fathers – April 2006 – March 2007
- with only five prisons for women nationally, women are likely to be sent to prison far away from their homes.

WMPT priority here is:

- Developing and implementing the Corston Report's action plans.

Pay and Gender

WMPT has data and information on pay and gender. There is a national job evaluation scheme against which all roles in west Mercia Probation Trust are scored. The scheme is evaluated at national level and there has been no indication of bias in terms of gender. WMPT will continue to work with trade unions and monitor available data to capture any change in trend and report appropriately.

Flexible working

WMPT monitors but does not publish data on Work life Balance/Flexible working requests. Of 13 requests 85% were females, 15% males. No request was turned down and therefore no indication of disproportional outcome for any group.

Priority

- continue to monitor and analyse data returns to ensure proportional take up of flexible working initiatives by all genders within the workforce.
- Conduct a campaign on disability monitoring to reduce the current high 'unknown' returns from disabled staff.

SEXUAL ORIENTATION

Employment and Service Delivery

WMPT does not currently monitor or hold information on sexual orientation of employees. This is a new area of business focus. Like many of the 42 areas of Probation, WMPT supports the national association of Lesbian, Gay and Transgender in Probation (LAGIP) and supports its employee's membership.

There is a new determination to move the sexual orientation agenda forward and to this extent, the Human Resource Assistance chief officer in charge of equality and diversity has invited Stonewall, the national organisation working on this area to come and assist the development and implementation of a change programme. This activity is in its early days but it is considered a priority project progress of which will be expected to be reported to the Diversity Strategy Group.

Priorities include:

- Development and implementation of an action plan to move the sexual orientation agenda forward.
- Monitoring and data analysis covering employment and service delivery
- Support for staff
- Inclusion of Gay, Lesbian, Transgender staff in carrying out equality impact assessment
- Inclusion of a representative on the Diversity Strategy Group

AGE EQUALITY

Employment and Service Delivery

WMPT monitors age of employees and those leaving the organisation. However these figures are not reported routinely to Boards or published.

Recruitment/Selection: Out of a total of 65 applications in the last 12 months, 19 were aged 16 – 24, 14 aged 25 – 34, 12 aged 35 – 44, 13 aged 45 – 54, and 5 aged 55 – 64.

Out of 13 short listed candidates, 3 were aged 16 – 24, 5 aged 25 – 34 and 5 aged 45 – 54

Out of 2 appointed candidates, 1 was aged 25 – 34 the other aged 45 – 54

There were 39 leavers between 1 April 08 and 31 Marc 09. 1 was aged 16 – 24, 14 aged 25 – 34, 5 aged 35 – 44, 9 aged 45 – 54, 8 aged 55 – 64 and 2 aged 65+

36% of leavers were within the categories 25 – 34 (36%). The current percentage of staff within WMPT within the same age category of 25 – 34 is 22.5%.

This could indicate some disproportionality and therefore require some further exploration. If this is evidence of disproportionality is it justifiable? For instance 50% of staff within this age category are being promoted internally. The group records the highest promotion rate amongst all age groups. Exit interviews will be used to explore what is behind the high percentage of this age group exiting the organisation and remedial actions taken if necessary.

Service Delivery

Out of a total of 97 PPO cases on WMPT offenders' caseload, 34 (35%) are aged 18 – 24, 34 (35%) aged 25 – 30 and 29 (30%) are 31+

Out of 209 MAPPA cases, 31 (15%) are aged 18 – 24, 38 (18%) are aged 25 – 30 and 140 (67%) are 31+

Caseload by Team, Order Type are as follows: Out of a grand total of 4262, 7 are under 18, 1306 (31%) are aged 18 – 24, 925 (22%) are aged 25 – 30 and 2024 (47%) are 31+

Priorities here include:

- Increased focus on age related data and information, analysis to identify relevant issues across employment and service delivery, develop and implement actions to achieve improvement.
- Include age issues in equality training

RELIGION AND BELIEF EQUALITY

Employment and Service Delivery

WMPT does not currently collect or hold data on religion, belief or faith of its staff, offenders and victims. However there is an acknowledgement of the potential for discrimination in this basis. In organising training events the learning and development section routinely asks for special religious needs and take the necessary actions to meet those needs. There is no formalised mechanism for collecting, storing and analysing such data or indeed reporting them for business improvement. This is an area for development.

There is a commitment to ensure a representative on religion and belief is included in the membership of the proposed reconstituted Diversity Strategy Group.

Priorities here are:

- Monitoring of religion and belief both in employment and service delivery

- Collating and analysing data to inform service and employment practices improvement
- Develop a systematic approach to addressing religion and belief issues such as regularly performance reporting to SMT/Board
- Include religion and belief issues in equality training
- Provide appropriate resources and support to employees and to assist effective service delivery

SECTION 5: EQUALITY IMPACT ASSESSMENT

Equality impact assessment (EIA) is a process designed to identify positive or negative impact of an organisation's functions, policies and procedures on a particular group or an individual belonging to that group. These groups currently include the following:

- Race – Black and Minority Ethnic (BME) people including gypsies and travellers
- Disability – people with a disability as defined by the Disability Discrimination Act (DDA) 1995
- Gender – women, men and transgender
- Religion/faith – any religion or faith but not a political belief. This includes non-believers
- Sexual orientation – heterosexual, lesbian, gay and bisexual
- Age – all ages including children

It is also important to consider in a probation setting the diversity of people we work with and serve beyond the list above, not least their caring and safeguarding responsibilities.

We have an EIA panel in place. Membership is made up of members of the Diversity Champions Group and is chaired by an ACO or Area Manager. Policies are reviewed at least every three years.

WMPT provided an initial training to develop some staff to carry out EIA. We have taken a further step of training 8 members of staff including BME and disabled employees in EIA and the individuals will now be involved in WMPT EIA processes.

In the past year our EIA process has been revised to clarify the order of flow of policies through the EIA panel and JNCC.

It was agreed and has now been reinforced that policy developers/owners would accompany their policies to all the appropriate consultations including the EIA panels, JNCC in order to track and act on feedback, comments and recommendations.

All policies will go through the initial screening to assess the potential/actual negative impact on individuals or groups. A full assessment would be carried out involving consultation with internal and external stakeholders (ensuring members of the group likely to be impacted upon are represented on the consultation list), staff representatives and community groups/partners along with gathering local, regional and national data and information.

The training which has recently been delivered has taken into account the additional 3 strands of equality and is in the context of our adoption of new NOMS assessment template.

WMPT has assessed its functions, policies and procedures for their relevance to race equality, disability and gender (See appendix A). The assessment of relevance was carried out in small groups including staff representing the staff diversity network, senior managers, practice development managers, practitioners and specific business portfolio leads such as procurement and commissioning, community payback, organisational and business development, estates management, health and safety, human resource and equality and human rights consultant.

Assessment of policies and functions will remain an on-going exercise as we improve our practice in this area.

The process we are committed to is as follows:

The EIA panel will continue to conduct EIA assessment and make recommendations to policy/function/business cases developers. Policy developers will be expected to include results of consultations and EIA in their submissions for policy/function/business cases approval to SMT/Board. WMPT will continue to use the national EIA template for its assessment of impact of policies and functions.

Priorities here include:

- Expansion of membership of EIA panel particularly to make it representative of people from the six equality strands including staff, offenders, victims and people from communities
- Train policy/function/business cases developers in EIA

SECTION 6: ORGANISATIONAL CULTURE

We want to ensure that all members of WMPT feel valued and respected and we operate in an empowering environment. We will be exploring the development of a set of standards to guide staff behaviours to drive a culture of respect and assist them to better promote a positive culture.

Bullying and Harassment

We have introduced a new bullying and harassment policy to ensure that all members of WMPT are clear about the position of the organisation on this issue. The message is that bullying and harassment will not be tolerated. As this is a new policy we are not yet in a position to assess how it is working on the ground. We do not currently collect data on bullying and harassment routinely however the following information came from the 2008 staff survey.

Out of a population of 470 staff 272 responses were received a response rate of 57%. The survey got responses from six different job roles, both able and

disabled individuals, male and female and four broad categories of ethnic origin, staff with less than two years' services, two to ten years' services and more than ten years.

We were encouraged to note that the second highest positive score was on the subject of bullying and harassment. To the question, "During the last twelve months I have neither been bullied or harassed by a member of staff within WMPS" the mean score was 4.75 (A mean score above 3.50 is considered positive and a score below that should be considered negative)

However we note other not so positive responses from the survey such as: Between 7 – 16% non-managers believed may have been victims of bullying and harassment.

We are keeping a close watch on this particular issue as we do the 2009 staff survey.

We however are committed to working on developing an empowering culture and reinforce the values of WMPT across all members of the organisation so that we can achieve better engagement and a culture where everyone feels respected and treated with dignity.

Priorities here include:

- Roll out and implementation of the new bullying and harassment policy
- Development of WMPT Vision and Value equality Statement
- Training on culture change
- Development and implementation of Equal Opportunities Policy

Working with racially motivated offenders

WMPT contributes to inter-agency response to hate crime and domestic abuse. We have a policy and procedure on dealing with racially motivated offenders and we are now working to extend this to include all hate crime. We are developing a new policy on domestic abuse focussing on employees.

Priorities here include:

- Develop a hate crime policy and procedure
- Roll out the domestic abuse policy

SECTION 7: DEVELOPING OUR SCHEME:

Gathering information for our Single Equality Scheme

We have relied on a variety of sources for the data and information that informed the development of this scheme and the action plans. Such data included national statistics from the criminal justice system, local data, our staff and offenders surveys, internal audits, Investors In People feedbacks and relevant others.

We do not currently have in place full systems for monitoring all the requirements for all the six equality strands however we have relied on what is currently on our system. We also do not collate and analyse the data currently available on our systems nor publish them. We are in the process of commencing this important task as a priority action.

CONSULTATION

Within the West Mercia region we work closely with our partners on diversity issues. This is particularly helpful at times of consultation when wishing to reach high levels of involvement from outside the organisation. We have involved the following:

Internal: staff support groups who were invited to contribute

- Black Staff Group
- Disability Awareness Network including assistive technology users
- Lesbian, Gay, Bisexual and Transgender group
- Diversity Champions Group

External groups involved in the scheme to date

- Worcester Race Equality Council
- Telford Race Equality Diversity Group
- Hereford Diversity Leads
- Shropshire Equalities Group
- Festival Housing Group
- Asha – services to women offenders
- Waterhouse Consulting Group

Prior to publication the draft was taken to:

- Executive Team meeting
- HR Strategy Committee
- Diversity Strategy Advisory Group
- Joint Negotiating Committee
- Trust Board meeting

The review of objectives and priorities involved staff representatives, executive team, senior managers, and the Board and diversity strategy group.

We will continue to build on our list of internal and external stakeholders in order to broaden our consultation base and reach as many people as possible especially individuals and groups from all the equality strands.

SECTION 8: COMMUNICATION

This Single Equality Scheme and its action plan will be published and on our website and available to download. The Freedom of Information Act encourages public organisations to publish more information and promote a

greater culture of openness. However, there are also a number of exemptions covering information that can be withheld covered by the Data Protection Act 1998.

Information to staff is made available via the shared drive on the intranet, team briefings and internal communications. We continue to look at ways to improve accessibility to communication media and keep in touch with our staff who are away from the organisation on secondment, career breaks, maternity/paternity/adoption leave and long term sick.

FEEDBACK AND COMPLAINTS

We welcome views and feedback at all times from staff, service users, partners, stakeholders and other interested parties. We have a complaints policy in place.

SECTION 9: WHAT HAPPENS NEXT ?

Our Scheme is a living document and your comments and suggestions will help us to continuously make the necessary improvements.

We will be implementing the action plans as timetabled and reporting progress to the Board quarterly. The Scheme action plan will be reviewed annually and further information published on our website.

www.westmerciaprobatation.org.uk

If you require our Scheme in any other format or language or you wish to give a view on the Scheme, please contact:

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APPENDIX A

Glossary

ACO – Assistant Chief Officer
AT – Assistive Technology
BME – Black and Minority Ethnic
CJA – Criminal Justice Act
HR – Human Resource
DES – Disability Equality Scheme
DDA – Disability Discrimination Act
EIA – Equality Impact Assessment
ETE – Employment, training and education
GES – Gender Equality Scheme
LAGIP – Lesbian Gay in Probation
OASys – Offender Assessment System (computerised)
RES – Race Equality Scheme
RRAA – Race Relations (Amendment) Act
SES – Single Equality Scheme
WMPT – West Mercia Probation Trust