

APPENDIX B

ASSESSMENT OF FUNCTIONS AND POLICIES AND PRIORITISATION FOR RELEVANCE TO EQUALITY STRANDS

The assessment was carried out in a workshop attended by a cross section of staff 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, equality and diversity.

Function (duties and powers)	Policy and Practices (how we carry out duties and powers)	Status of Policy or practice	Internal or External policy recipients	Links to three strands of race duty	Race Relevance (High/Medium/Low)	Disability Relevance (High/Medium/Low)	Gender (including Trans Gender) Relevance (High/Medium/Low)	Age Relevance (High/Medium/Low)	Sexual Orientation Relevance (High/Medium/Low)	Religion or Belief Relevance (High/Medium/Low)	Schedule for EIA	Schedule for review
Human Resource												
	Redundancy and Redeployment	Current	Internal	1,2, 3	M	M	M	M	M	M	July 2010	1 July 09

	Sickness Absence Management	Current	Internal	1, 2, 3	M	M	M	M	M	M	Sept 2010	1 Sept 2010
	Discipline and Grievance	Current	Internal	1, 2, 3	M	M	M	M	M	M		
	Harassment and Bullying	New	Internal	1, 2, 3	H	H	H	H	H	H	June 2010	30 June 09
	Stress policy	Current	Internal	1, 2, 3	M	M	M	M	M	M	July 2010	1 July 09
	Alcohol and Drugs in the Workplace	New	Internal	3	L	L	L	L	L	L		
	Staff Travel and Car User Status	Current	Internal	1, 2	L	H	M	M	L	L	Sept 2010	1 Sept 09
	Recruitment and Selection	New	Internal	1, 2, 3	H	H	H	H	H	H	2010	
	Family friendly	Current	Internal	1, 2, 3	H	H	H	H	H	H	2010	
	Training (Learning) and Development policy	Current	Internal	1, 2, 3	M	M	M	M	M	M	2010	
	Health and Safety	Current	Internal	1, 2, 3	M	M	M	M	M	M	2010	1 Sept 09
	Adjustments Procedure	Proposed	Internal	1, 2, 3	M	H	H	M	M	M	2010	
	Flexible	Proposed	Internal	1, 2,	H	H	H	H	H	H	2011	

	Working Procedure											
	JNCC Constitution	Current	Internal	2, 3	L	L	L	L	L	L		Dec 09
	Recognition of local trade unions	New	Internal	2	L	L	L	L	L	L	2010	30 June 09
	Time off for Trade Union Duties and Activities	Proposed	Internal	2	L	L	L	L	L	L	2010	30 June 09
	Equal Opportunities/ Equality and Diversity	Proposed	Internal	1, 2, 3	H	H	H	H	H	H	2011	30 June 09
	Access to work procedure	Proposed	1, 2	M	H	M	M	M	M	M	2010	
	Criminal Records Bureau policy	New	Internal	3	L	L	L	L	L	L	2011	
	Career Planning and Staff Mobility	New	Internal	1, 2, 3	M	M	M	M	M	M	2010	30 June 09
	Communication policy	Current	Internal	1, 2, 3	H	H	M	M	M	M	2011	
	Appraisals and Supervision	Current	Internal	1, 2, 3	H	H	H	H	H	H	2010	

	policy											
	Staff Domestic Abuse	New	Internal	1, 2, 3	M	M	H	M	M	M	2012	May 2012
	Standards of Conduct and Disciplinary Rules (to include Tobacco Smoking)	Current	Internal	1, 2, 3	H	H	H	H	H	H	2010	30 June 09
	Hate Crime (ex Work with Racially Motivated Offenders policy)	New	Internal	1, 2, 3	H	H	H	H	H	H	2011	30 June 09
	Adverse Weather Conditions policy	New	Internal	2	L	L	L	L	L	L	2012	Feb 2012
FINANCE	Standing Orders	Current	Internal	2	L	L	L	L	L	L	2011	
	Standing financial Information	Current	Internal	2	L	L	L	L	L	L	2011	
	Scheme of delegation	Current		2	L	L	L	L	L	L	2010	
	Delegated Budget	Current	Internal	1, 2	H	H	L	M	M	L	2010	

	Management policy											
	Anti Fraud and Corruption	Current	Internal	2	L	L	L	L	L	L	2011	
	Whistle Blowing	Current	Internal	1	L	L	L	L	L	L	2012	
	Performance Management Framework	Current	Internal	1, 2, 3	L	L	L	L	L	L	2010	
	Risk Management	Current	Internal	1, 2	M	M	L	M	L	L	2011	
	Strategic Plan	Current	Internal	1, 2, 3	H	H	H	H	H	H	2010	
INFORMATION TECHNOLOGY	Information Security policy	Current	Internal	1	L	H	L	M	L	L		
	Freedom of Information	Current	Internal	1	L	L	L	L	L	L		
	Data Protection	Current	Internal	2	L	L	L	L	L	L		
	Communication policy	Current	Internal	2, 3	M	H	L	M	L	L	2011	
PARTNERSHIPS AND CONTRACTS	Commissioning Framework	Current	Internal	1, 2, 3	H	H	H	H	H	H	2011	
	External	Current	Internal	2	H	H	H	H	H	H	2011	

	Procurement											
	Best Value	Current	Internal		L	L	L	L	L	L	2011	
OFFENDER MANAGE MENT												
	Pre-sentence Reports	Current	Internal	1, 2, 3	H	H	H	H	H	H		
	OASys	Current	Internal	1, 2, 3	H	H	H	H	H	H		
	Risk of Serious Harm and Public protection	Current	Internal	1, 2, 3	H	H	H	H	H	H	Jan 2012	
	Multi-Agency Public Protection	Current	Internal	1, 2, 3	H	H	H	H	M	M		
	Prolific and Priority Offender policy	Current	Internal	1, 2	H	H	H	H	H	H		
	Offender Transport policy	Current	Internal	2	L	M	L	M	L	L		
	Staff Domestic Abuse policy	Current	Internal	2	M	M	H	L	L	L	May 2012	
	Substance Misuse policy	Current	Internal	2	H	L	H	L	L	L	Jan 2012	
	Work with Women	Current	Internal	1, 2, 3	H	H	H	H	H	H	April 2012	

	offenders policy											
	National Standards	Current	Internal	1, 2, 3	H	H	H	H	H	H	National document only	
	Probation Practice Circulars	Current	Internal	1, 2, 3	H	H	H	H	H	H	National	
	Racially Motivated Offenders policy	Current	Internal	1, 2, 3	H	M	H	L	H	H	2011	
	Victims policy	Current	Internal	1, 2, 3	H	H	H	H	H	H	April 2012	
	Enforcement and Compliance	Current	Internal	1, 2, 3	H	H	H	H	H	H	Jan 2012	
	Safeguarding Children	Current	Internal	2	M	M	M	H	L	L	2010	2013
	Home Detention Circulars	Current	Internal	1, 2	H	H	H	H	H	H		
	Management of life Sentences	Current	Internal	1, 2, 3	H	H	H	H	H	H	April 2012	
	INTER-VENTIONS											
	Approved	Current	Internal	1, 2, 3	H	H	H	H	H	H	April	March

	Premises										2010	2013
	Accredited Programmes	Current	Internal	1, 2, 3	H	H	H	H	H	H	Oct 2010	Sept 2013
	Community Payback	Current	Internal	1, 2, 3	H	H	H	H	H	H	April 2010	March 2013
	ETE	Current	Internal	1, 2, 3	H	H	H	H	H	H	April 2010	March 2013
	Specified Activities	Current	Internal	1, 2, 3	H	H	H	H	H	H	Oct 2010	Sept 2012
	ETE Strategy	Current	Internal	1, 2	M	M	M	M	M	M	April 2010	March 2013

Contact Us

**West Mercia Probation Trust
Stourbank House
90 Mill Street
Kidderminster
DY11 6XA**

Telephone: 01562 748375

www.westmerciaprobatation.org.uk