



Equality Duty Compliance Annual Reporting & Equality Objectives.

January 2012
V1.0

This document shows that Greater Manchester Probation Trust (GMPT) has complied with its legal responsibilities to eliminate unlawful discrimination, harassment, and victimisation and to advance equality of opportunity and to foster good relations across all communities.

As an organisation that is serious about equality we consult, engage and involve a diverse range of people from our staff group and local communities to ensure that we develop employment practices and deliver services to meet the needs of all stakeholders.

Contents

1.	Introduction.....	5
2.	Service Delivery.....	7
2.1	Successful Completions: Gender.....	7
2.2	Successful Completions: Age.....	8
2.3	Successful Completions: Ethnicity.....	9
2.4	Successful Completions: Disability.....	10
2.5	Commencements: Female.....	10
2.6	Commencements: Male.....	11
2.7	Commencements by Order Type & Ethnicity: Female Offenders only.....	12
2.8	Commencements by Order Type & Ethnicity: Males only.....	13
2.9	Disability Status at commencement of order or licence.....	14
2.10	Identifying Gaps	15
3.	Offender Management Feedback Questionnaire.. 2011/12.....	17
3.1	Gender.....	17
3.2	Disability.....	17
3.3	Age.....	17
3.4	Ethnicity.....	18
3.5	Service User Satisfaction.....	18
3.6	Identifying Gaps.....	19
4.	Employment.....	21
4.1	Working Patterns by Gender.....	21
4.2	Workforce Profile: Gender, Ethnicity & Disability	22
4.3	Workforce Profile by band: Gender, Ethnicity & Disability.....	23
4.4	Workforce Profile by Age: Gender, Ethnicity & Disability.....	23
4.5	Staff in Employee Relations: Gender, Ethnicity & Disability.....	24
4.6	New Starters within GMPT: Gender, Ethnicity & Disability.....	24
4.7	Staff Leaving GMPT: Gender, Ethnicity & Disability.....	25
4.8	Identifying Gaps.....	25
5.	Equality Objectives: 2012 – 2016	27

Appendices

Appendix 1	GMPT Equality Policy	29
Appendix 2	Definitions.....	37

The Equality Act came into force in October 2010. It provides a legislative framework to protect the rights of individuals and advance equality of opportunity for all. The Act is a major simplification of discrimination legislation that makes the law easier to understand and comply with.

The Equality Act contains a new integrated Equality Duty on all public bodies which brings together the existing duties on disability, race and gender and extends to cover gender reassignment, age, religion or belief and sexual orientation. The general duty¹ set out in the Act requires public bodies, and others who exercise public functions, to have due regard to the need to **“eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and foster good relations between people who share a protected characteristic and those who do not”**.

This duty applies across all of our functions e.g. services, employment, planning, procurement, policy making etc, and public bodies must publish information to show that they consciously considered the equality Duty as part of the decision making process.

The ‘protected characteristics’² covered by the Equality Duty are: age, disability, gender reassignment, marriage and civil partnership (only in respect of eliminating unlawful discrimination), pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex and sexual orientation.

The Act provides a power to make regulations imposing specific duties³ on public bodies. These specific duties will help deliver better performance of the public sector Equality Duty by reducing bureaucracy, and increasing transparency and democratic accountability across the public sector.

Public authorities⁴ must:

- publish information to demonstrate compliance with the general duty by 31 January 2012, and annually thereafter.
- Prepare one or more equality objectives to meet the general equality duty by 6 April 2012, and at least every four years after that

Greater Manchester Probation Trust is wholly committed to promoting equality and human rights, not just to meet our legal responsibilities, but because there is a moral imperative to treat all our staff, those who use our services and all other stakeholders with fairness, dignity and respect. Also, we cannot be successful in achieving our objectives of protecting the public and reducing re-offending unless we do so, as we must meet the varied needs of each individual offender and give each the opportunity to make best use of the services we offer.

In working towards safer communities and protection of the public, equality underpins and is integral to all of the work we undertake. We are aware that many individuals and communities experience unlawful and unfair discrimination and oppression either intentionally or inadvertently. We oppose all forms of unlawful and unfair discrimination, we celebrate the

¹ General Equality Duty came into force on 5 April 2011, which replaced the race, gender and disability duties. General Equality Duty also known as the ‘equality duties’.

² Formerly referred to as equality groups.

³ Specific duties came into force in September 2011.

⁴ Public authorities with over 150 employees.

diversity of society and will continue to strive to promote equality and reflect this throughout the Trust.

The services we provide must be responsive to the needs of all sections of the many communities with whom we engage. As employers, our ability to recruit, retain and develop a fully representative workforce will build public confidence in our work and enhance our capacity to do the job.

We believe in consultation and involvement as a continuous process to provide the best services possible, and this was clearly evident in our previous Single Equality Scheme where a whole host of stakeholders were involved in the process.

In the past we have welcomed our obligations as a public body to produce and publish equality information, and this will continue under the Equality Act⁵ in our pursuit of equality and human rights.

As a Public body we already collect and hold a vast array of information, which is evident in our quarterly produced equalities report, our quarterly workforce monitoring report and regular service user surveys. This includes information about who is using our services, how satisfied they are with them, and what outcomes are achieved.

Some of the information we hold is broken down by some characteristics, however, this does not currently include information about every protected characteristic or on all relevant issues. We are currently in the process of reviewing our monitoring forms and computer systems in order to better capture information about all protected characteristics. We are aware of some of the gaps in our existing information and are working towards improving this.

This information will be made available, on request, in large print, Braille and audio cassette and is also available in other languages. Please contact our PR and Communications Unit at the address below.

Greater Manchester Probation Trust
5th Floor
Oakland House
Talbot Road
Manchester
M16 0PQ

Tel: 0161 872 4802

Email: gmprobation-hq@gm-probation.org.uk

⁵ Equality Act 2010.

2.

Service Delivery

Greater Manchester Probation Trust produces an Equalities Report each quarter providing statistical data and analysis in respect of Gender, Age, Ethnicity and Disability.

The report provides information about successful completions or orders or licences, commencements of orders by order type and the disability status at commencement of orders or licences. These service delivery outcomes are then broken down by the protected characteristics stated above, and is further broken down for each Local Delivery Unit (LDU)⁶.

2.1 Successful completions: Gender

Qtr term	Male	Female
Jan-Mar 11	2906	523
	74%	77%
Apr-Jun 11	2940	486
	77%	84%
Jul-Sep 11	3008	485
	78%	81%
Oct-Dec 11	2532	391
	78%	85%

This table shows the % of offenders (male and female) who completed an order or licence successfully within the relevant quarter and the TOTAL number of orders and licences terminated in that period.

This table is split by gender. Female offenders consistently have higher successful completion rates than males offenders, 85% (female) for Oct-Dec2011 compared to 78% Male, over the year this has ranged between a 3% and 7% difference. When this data is broken down by LDU, the data indicates that successful completion rates by gender vary significantly between LDUs and quarter. Two LDUs, Bury and Rochdale have consistently high successful completion rates for both genders e.g. Oct-Dec 2011 Bury female (81%) compared to (79%) male offenders and within Rochdale both female and male offenders had successful completion rates of 85%.

Female offenders on Programmes and UPW have consistently high successful completion rates. Only Manchester City Central had fewer female (78%) offenders completing successfully compared to male (80%) offenders.

Given that women commit less serious crimes than men, we have continued to drive our strategy to divert the numbers of women away from custody and crime.

Over the last few years we have produced annual baseline data on women offenders taken from our Offender Assessment System (OASys) which is an assessment tool used by the Trust, and nationally, to determine and address the needs of those we supervise. This information is broken down into various pathways and by the various boroughs of Greater Manchester as the data indicates that the needs of women differs according to the borough in which they reside.

We are striving towards each Local Delivery Unit throughout Greater Manchester having women's specific provisions which better meet women offender's needs and the data (broken

⁶ LDUs are responsible for specific boroughs throughout Greater Manchester.

down by Local Delivery Unit) suggests that where these provisions are in place women generally do have a higher successful rate.

2.2 Successful completions: Age

Qtr term	Age	GMPT	Qtr term	Age	GMPT	Qtr term	Age	GMPT	Qtr term	Age	GMPT
Jan-Mar 11	<18	95	Apr-Jun 11	<18	95	Jul-Sep 11	<18	58	Oct-Dec 11	<18	57
		41.0%			50.0%			52.0%			57.9%
	18	209		18	188		18	173		18	161
		68.0%			69.0%			68.0%			70.2%
	19-25	1130		19-25	1226		19-25	1202		19-25	983
		74.0%			75.0%			76.0%			78.5%
	26-54	1194		26-54	1840		26-54	1986		26-54	1654
		77.0%			81.0%			80.0%			81.1%
	55+	81		55+	77		55+	74		55+	68
		95.0%			94.0%			92.0%			86.6%

This table shows the % of offenders who completed an order or licence successfully and the total number of orders or licences terminated in that period by age.

This table shows the number of successful completions by the age groups (<18, 18, 19-25, 26-54 and 55+). Offenders aged over 55 years have significantly higher successful completion rates than the other age groups. However, comparing Jul-Sep11 with Oct-Dec11 55+ was the only age-group that decreased the overall percentage of successful completions (86.6% compared to 92% the previous quarter).

There is a general trend that successful completion rates increase with the age of offenders, as may be expected with maturity. The data is further broken down by Local Delivery Unit (LDU) and indicates that successful completion by age group varies significantly by LDU e.g. (5) 100% of those aged 18 in Bolton LDU completed successfully compared to (5) 60% in Oldham LDU in Oct-Dec 11. The significant differences between LDU need to be analysed locally to establish patterns and identify areas of need;

Although the successful completions for those under 18 appears rather low, these cases are not wholly managed by GMPT and we only supervise the Community Punishment element of these orders which are managed by the Youth Offending Service. However, where we are responsible for managing the whole order we achieve much better results as can be seen. Despite this however, a working party was set up comprising of LDU Equality lead managers and chaired by an Assistant Chief Executive to identify and implement actions for improvement. In November 2011 a strategy was produced and is now being implemented to improve joint working with the Youth Offending Service to ensure better outcomes for young offenders.

Within GMPT much of our more challenging work is in relation to younger offenders aged 18-25 years old. Within this group we often find varied levels of maturity, a lack of motivation to change, little or no family support and a peer groups which perpetuate anti social attitudes. As previously stated a strategy to achieve success with this group is in place.

Our Intensive Alternative to Custody (IAC) for young male offenders aged 18-25 years old in Manchester and Salford shows promising results, where despite increased contact under the project, 80% of these orders are completed successfully and 40% of the unemployed IAC cases

find work through the service. Within our service user feedback IAC achieved highest scores in all areas linked to ‘social capital and skills gained’. Such is the impact of this project that it was a Butler Trust Award⁷ winner in 2010-2011.

2.3 Successful completions: Ethnicity

Qtr term	Ethnicity	GMPT	Qtr term	Ethnicity	GMPT	Qtr term	Ethnicity	GMPT	Qtr term	Ethnicity	GMPT
Jan-Mar 11	Asian*	199	Apr-Jun 11	Asian*	201	Jul-Sep 11	Asian*	221	Oct-Dec 11	Asian*	201
		85.9%			82.6%			86.9%			85.6%
	Black*	148		Black*	179		Black*	175		Black*	126
		79.7%			80.4%			79.4%			86.5%
	White*	2818		White*	2746		White*	2768		White*	2342
		73.9%			77.3%			77.2%			78.1%
	Other BME*	229		Other BME*	259		Other BME*	285		Other BME*	217
		72.5%			77.2%			79.3%			82.9%

*Asian or Asian British, Indian/Pakistani/Bangladeshi/Chinese,

*Black or Black British African/Afro-Caribbean,

*White British,

*Other BME – offenders not identified in other categories

This table shows the % of offenders within an LDU who completed an order or licence successfully within the relevant quarter and the TOTAL number of orders and licences terminated in the period by ethnicity.

This table shows successful completion rates by quarter, LDU and ethnicity. Ethnicity descriptions are detailed at the bottom of the table; the categories are Asian = Asian or Asian British/Indian/Pakistani/Bangladeshi/Chinese, Black = Black or Black British/African/Afro Caribbean, White = White British/ and Other BME = any other ethnicity that does not fall into one of the categories previously described.

When examining this data by LDU we are always mindful of the significant differences in the number of offenders in some ethnic categories (i.e. low numbers), and therefore remain cautious when analysing the data by LDU.

Asian offenders consistently have high successful completion rates overall, throughout the Trust. Interestingly, Asian offenders have significantly high completion rates in UPW (80% or above for the past four quarters).

The only significant change overall between Jul-Sep 11 and Oct-Dec 11 was the completion rates for Black offenders, this increased from 79.4% to 86.5%.

Overall, BME offenders have a higher successful completion rate than white British offenders.

⁷ The Butler Trust Award recognises outstanding practice by people working in prisons, youth justice, probation and criminal justice social work throughout the UK.

2.4 Successful completions: Disability

Qtr term	Disability status	GMPT	Qtr term	Disability status	GMPT	Qtr term	Disability status	GMPT	Qtr term	Disability status	GMPT
Jan-Mar 11	Learning Disability	51	Apr-Jun 11	Learning Disability	48	Jul-Sep 11	Learning Disability	46	Oct-Dec 11	Learning Disability	32
		68.6%			79.2%			76.1%			71.9%
	Other Disability	688		Other Disability	605		Other Disability	596		Other Disability	511
		78.6%			81.3%			80.4%			81.8%
	No Disability	2662		No Disability	2725		No Disability	2772		No Disability	2305
		73.9%			76.9%			77.6%			78.7%

This table shows the % of offenders within an LDU who completed an order or licence successfully within the relevant quarter and the TOTAL number of orders and licences terminated in the period by disability status.

This table shows successful completion by disability status; Learning Difficulties/Other disability/No disability.

As with other data in this report, due to low numbers in some categories, drawing conclusions from the data must be treated with caution.

Interestingly, those with an UPW requirement and a learning disability appear to have fewer successful completions than offenders with 'other' disabilities or no disability. Those with learning difficulties and UPW or a Programmes requirement also have fewer successful completions than the overall GMPT figure for those completing successfully that have a learning difficulty. This may suggest analysis is required in the sentencing or proposals for those with a learning disability. There are obviously issues regarding the generic term 'learning disability' which is reflected in the significant fluctuations in successful completion rates of this group when examined by LDU and quarter.

2.5 Commencements: Females

Qtr	Disposal	GMPT	Qtr	Disposal	GMPT	Qtr	Disposal	GMPT	Qtr	Disposal	GMPT
Jan-Mar 11	all other disposals	463	Apr-Jun 11	all other disposals	486	Jul-Sep 11	all other disposals	512	Oct-Dec 11	all other disposals	467
		89.2%			90.7%			88.7%			91.2%
	<12 months custodial	32		<12 months custodial	29		<12 months custodial	33		<12 months custodial	20
		6.2%			5.4%			5.7%			3.9%
	>12 months custodial	24		>12 months custodial	21		>12 months custodial	32		>12 months custodial	25
		4.6%			3.9%			5.5%			4.9%
	Subtotal	519		Subtotal	536		Subtotal	577		Subtotal	512
		100%			100%			100%			100%

This table shows the % of orders or licences commenced within an LDU by order type with a subtotal of all orders and licences by quarter.

As can clearly be seen from the table, female offenders within GMPT are very much more likely to be sentenced to a community disposal as opposed to a period of custody. We know for women that except for those cases where there are issues of serious harm, custody is seen as

an expensive and not highly effective sentence. Women and their families are also significantly affected by even a short period of custody.

When looked at more keenly by LDU, Bolton's female offenders appear to have a significantly higher proportion sentenced to custody greater than 12 months between October 2010 and June 2011 with a sharp decrease in the Jul-Sep 11 (2) 5.9%, this again increased in Oct-Dec 11 to (6) 13.0%. Comparatively, female offenders in City North LDU had a significant decrease in the number/proportion sentenced to custody greater than 12 months in the current quarter (0) 0% compared to (8) 15.7% in Jul-Sep 11.

Overall, female offenders are sentenced to approximately 10% custodial disposals compared to 90% community sentences, this fluctuates slightly over a twelve month period but remains fairly consistent. However, we have seen a drop in the percentage sent to custody for under 12 months, which suggests that our strategy to divert women from short custodial sentences, and provide effective alternatives to custody for women, is working.

2.6 Commencements: Males

Qtr	Disposal	GMPT	Qtr	Disposal	GMPT	Qtr	Disposal	GMPT	Qtr	Disposal	GMPT
Jan-Mar 11	all other disposals	2605	Apr-Jun 11	all other disposals	2458	Jul-Sep 11	all other disposals	2760	Oct-Dec 11	all other disposals	2714
		76.6%			78.2%			78.3%			79.8%
	<12months custodial	289		<12months custodial	235		<12months custodial	262		<12months custodial	245
		8.5%			7.5%			7.4%			7.2%
	>12 months custodial	507		>12 months custodial	450		>12 months custodial	504		>12 months custodial	442
	14.9%		14.3%		14.3%		13.0%				
	Subtotal	3401		Subtotal	3143		Subtotal	3526		Subtotal	3401
		100%			100%			100%			100%

This table shows the % of orders or licences commenced within an LDU by order type with a subtotal of all orders and licences by quarter.

For male offenders, generally 80% of offenders are sentenced to Community sentences compared to 20% custodial sentences. Between Jul-Sep 2011 and Oct-Dec 2011 there was a slight decrease in all types of custodial sentences for male offenders within GMPT from (262) 7.4% <12 months to (245) 7.2% and (504) 14.3% > 12months to (442) 13.0%.

Figures for custodial sentences for male offenders can change significantly. For example, when the data is broken down by LDU, within Trafford for the period Jul-Sep 2011 two males (1%) were sentenced to under twelve months custody compared to fifteen males (10.4%) in Oct – Dec 2011. Similarly, nineteen (9.8%) males were sentenced to over twelve months custody between Jul-Sep 2011 compared to twenty-seven (18.8%) males in Oct-Dec 2011.

2.7 Commencements by order type and ethnicity : Female offenders only

Qtr term	Ethnicity	Order Type	GMPT	Qtr term	Ethnicity	Order Type	GMPT	Qtr term	Ethnicity	Order Type	GMPT	Qtr term	Ethnicity	Order Type	GMPT			
Jan-Mar 11	BME*	all other disposals	53	Apr-Jun 11	BME*	all other disposals	55	Jul-Sep 11	BME*	all other disposals	55	Oct-Dec 11	BME*	all other disposals	46			
			82.8%				91.7%				90.2%				88.5%			
		< 12 months custodial	3			< 12 months custodial	3			< 12 months custodial	1			< 12 months custodial	1			
			4.7%				5.0%				1.6%				1.9%			
		> 12 months custodial	8			> 12 months custodial	2			> 12 months custodial	5			> 12 months custodial	5			
			12.5%				3.3%				8.2%				9.6%			
	White*	all other disposals	403		White*	all other disposals	426		White*	all other disposals	446		White*	all other disposals	402	White*	all other disposals	402
			90.0%				90.4%				88.5%				91.4%			
		< 12 months custodial	29			< 12 months custodial	26			< 12 months custodial	31			< 12 months custodial	18			
			6.5%				5.5%				6.2%				4.1%			
		> 12 months custodial	16			> 12 months custodial	19			> 12 months custodial	27			> 12 months custodial	20			
			3.6%				4.0%				5.4%				4.5%			

*BME = Not identified as White British,

*White = Identified as White British

This table shows the % of orders or licences commenced within an LDU by order type with a subtotal of all orders and licences by quarter, ethnicity for female offenders only.

This table shows commencements by order type and quarter by ethnicity for Female offenders only. The ethnic split for female offenders within GMPT does not significantly change over a twelve month period; approximately 90% of female offenders are 'White' compared to 10% 'BME'. Manchester City (in particular City South) and Trafford LDUs have consistently more 'BME' female offenders, and could be attributed to the demographic profile of those areas

When observing the custodial commencements, the data suggests that BME female offenders are most likely to be sentenced to over twelve months custody than white female offenders, who are most likely to be sentenced to under twelve months custody. We have noticed this trend for many quarters and in 2010 commissioned research, which produced the document 'Sentencing Outcomes for Minority Groups' in November 2010. The research acknowledged there indeed was a difference in sentencing between BME and white female offenders, however, this was largely for different offence types. BME female offenders are more likely to receive custody for Fraud and Drugs related offending which attract longer term custodial disposals as opposed to white female offenders who are more likely to receive custody for Theft and Assault related offences. We therefore concluded that this disproportionality in sentencing was due to offence seriousness rather than discrimination.

2.8 Commencements by order type and ethnicity : Male offenders only

Qtr	Ethnicity	Order type	GMPT	Qtr	Ethnicity	Order type	GMPT	Qtr	Ethnicity	Order type	GMPT	Qtr	Ethnicity	Order Type	GMPT							
			Count				Count				Count				Count							
Jan Mar 11	A*	all other disposal	159	Apr Jun 11	A*	all other disposal	168	Jul Sep 11	A*	all other disposal	156	Oct Dec 11	A*	all other disposals	156							
			72.3 %				76.4 %				70.3 %				70.3 %							
		< 12 months custodial	10			A*	< 12 months custodial			14	A*			< 12 months custodia l	11	A*	< 12 months custodia l	5.0%	A*	< 12 months custodial	11	
			4.5%							6.4%					5.0%			5.0%				
		> 12 months custodial	51			A*	> 12 months custodial			38	A*			> 12 months custodia l	55	A*	> 12 months custodia l	24.8 %	A*	> 12 months custodial	55	
			23.2 %							17.3 %					24.8 %			24.8 %				
		B*	all other disposal			132	B*			all other disposal	126			B*	all other disposal	152	B*	all other disposals	152	B*	all other disposals	152
						79%					80%					75%			75%			
			< 12 months custodial			7				B*	< 12 months custodial				9	B*		< 12 months custodia l	15		B*	< 12 months custodia l
	4.2%	5.7%			7.4%	7.4%																
	> 12 months custodial	29	B*		> 12 months custodial	22	B*		> 12 months custodia l	36	B*		> 12 months custodia l	17.7 %	B*	> 12 months custodial	36					
		17.3 %				14.0 %				17.7 %				17.7 %								
	W*	all other disposal	2076		W*	all other disposal	1940		W*	all other disposal	2183		W*	all other disposals	2183	W*	all other disposals	2183				
			76.9 %				78.4 %				79.8 %				79.8 %							
		< 12 months custodial	249			W*	< 12 months custodial			187	W*			< 12 months custodia l	211		W*	< 12 months custodia l	7.7%	W*	< 12 months custodial	211
	9.2%		7.6%		7.7%				7.7%													
	> 12 months custodial	375	W*		> 12 months custodial	346	W*		> 12 months custodia l	340	W*		> 12 months custodia l	12.4 %	W*	> 12 months custodial	340					
		13.9 %				14.0 %				12.4 %				12.4 %								
	O*	all other disposals	202		O*	all other disposal	195		O*	all other disposal	223		O*	all other disposals	223	O*	all other disposals	223				
			75.4 %				77.7 %				76.1 %				76.1 %							
		< 12 months custodial	23			O*	< 12 months custodial			22	O*			< 12 months custodia l	21		O*	< 12 months custodia l	7.2%	O*	< 12 months custodial	21
	8.6%		8.8%		7.2%				7.2%													
	> 12 months custodial	43	O*		> 12 months custodial	34	O*		> 12 months custodia l	49	O*		> 12 months custodia l	16.7 %	O*	> 12 months custodial	49					
		16.0 %				13.5 %				16.7 %				16.7 %								

A = *Asian or Asian British, Indian/Pakistani/Bangladeshi/Chinese
B = *Black or Black British African/Afro-Caribbean
W = *White British, White Irish, White Other
O = *Other BME – offenders not identified in the above categories

This table shows the % of orders or licences commenced within an LDU by order type with a subtotal of all orders and licences by quarter, ethnicity for MALE

This table shows commencements by order type, quarter and ethnicity for Male offenders only. The data in this table confirms previous findings that there are a significant number/proportion of male offenders identified as Asian or Asian British/ Indian/Pakistani/Bangladeshi/Chinese who are sentenced to custody for more than 12 months compared to other BME male offenders.

In November 2010 GMPT undertook research looking at sentencing outcomes for minority groups, and it was found that most BME males receiving custodial sentences were Asian or Asian British Pakistani, accounting for 25%. Within Bolton ten (20.4%) Asian male offenders and in Rochdale thirteen (43.3%) male offenders were sentenced to over twelve months custody compared to two (4.1%) 'other BME' males in Bolton (2) and one (3.3%) 'other BME' males in Rochdale within the same quarters.

However, this may be due to the demography of the LDUs, as we know that Bolton and Rochdale boroughs have larger Asian communities.

However, when we look at the proportion of males who receive sentences of over 12 months, a significantly higher percentage of Asian males receive these sentences compared to White males or other BME groups. Anecdotally we believe this is due to the increasing number of Asian males sentenced for serious drug-related offences, attracting longer custodial sentences. However, we intend to look into this further this year to ensure that there is no unjustified disproportionality taking place.

2.9 Disability Status at commencement of order or licence

Qtr	Status	GMPT	Qtr	Status	GMPT	Qtr	Status	GMPT	Qtr	Status	GMPT
Jan Mar 11	Learning Difficulties	60	Apr Jun 11	Learning Difficulties	40	Jul Sep 11	Learning Difficulties	44	Oct Dec 11	Learning Difficulties	29
		1.5%			1.1%			1.1%			0.7
	Other Disability	609		Other Disability	632		Other Disability	653		Other Disability	573
		15.5%			17.2%			15.9%			14.6
	No Disability	3131		No Disability	2877		No Disability	3149		No Disability	2886
		79.9%			78.2%			76.7%			73.8
	Refused	10		Refused	4		Refused	4		Refused	6
0.3%		0.1%	0.1%		0.2						
Missing	110	Missing	126	Missing	253	Missing	419				
	2.8%		3.4%		6.2%		10.7%				
Subtotal	3920	Subtotal	3679	Subtotal	4103	Subtotal	3913				
	100%		100%		100%		100%				

This table shows completion of disability status at Delius commencement of an order or licence by quarter

This table shows disability status completion rates (has the disability status been completed in Delius⁸) at commencement of an order or licence by quarter. The percentage missing was consistent from January to June 11 at around 3% this increased to 6.2% in Jul-Sep 11 and again to 10.7% (419 of 3913) in Oct-Dec 11. This is a significant increase in the number of missing disability status at commencement, this needs to be addressed.

⁸ Information recording system

We have worked with a disability specialist organisation⁹ to assist in reviewing our disability monitoring form to ensure that the right questions are being asked and ensure that the form is user friendly. We now have a new monitoring form which is soon to be introduced and following implementation performance will continue to be monitored. We are mindful that the monitoring of this information is very much needed for statistical purposes, however we are as equally concerned to ensure that needs are being appropriately met with the collation of this data.

2.10 Identifying Gaps

We are aware that our Equalities Data does not include information in relation to Religion or Belief, Sexual Orientation or Transgendered Individuals, however we are continually revising this data and upon the introduction of our new monitoring form, which incorporates all the protected characteristics, we will be able to populate this data in future reports.

However, we are also a little constrained here as we have no local control over amendments to our computerised systems, which are now managed nationally. The computerised systems are currently in the process of being updated, and we have informed the national management group of the need to have computerised systems which enable us to monitor and record information in relation to the protected characteristics. We still await to see what will be incorporated. Nonetheless we will continue to collate this data via our monitoring form until the systems are updated.

⁹ Breakthrough UK.

3. Offender Management Feedback Questionnaire 2011/12

GMPT has regularly sought feedback from service users to inform the business planning process and identify priorities for securing better outcomes from its service. Similarly, NOMS have shown an interest in capturing their perspective as a means of measuring how well a Trust is performing according to the service user. Their approach to doing this is through a snapshot survey utilising the Offender Management Feedback Questionnaire (OMFQ) on an annual basis, with the score included in the Probation Trust Rating Score (PTRS).

During the two week survey period, there were a total of 1,098 completed questionnaires across GMPT. The 'About You' section included a number of profile questions that covered the service user's probation history, current sentence and diversity information.

From a total of 1,098 completed questionnaires, 69.8% (n=761) of service users were satisfied in their assessment of the offender management service delivered by GMPT*; 2.8% above the target of 67% and 1.2% above the score achieved in 2010/11.

In terms of diversity, several questions were asked to ascertain the gender, disability, age and ethnicity status of service users completing the questionnaire.

3.1 Gender.

87.6% (n=962) of the sample were male and 12.4% (n=136) were female. This was very close to the gender division in the September 2011 eligible caseloads with 88% male and 12% female.

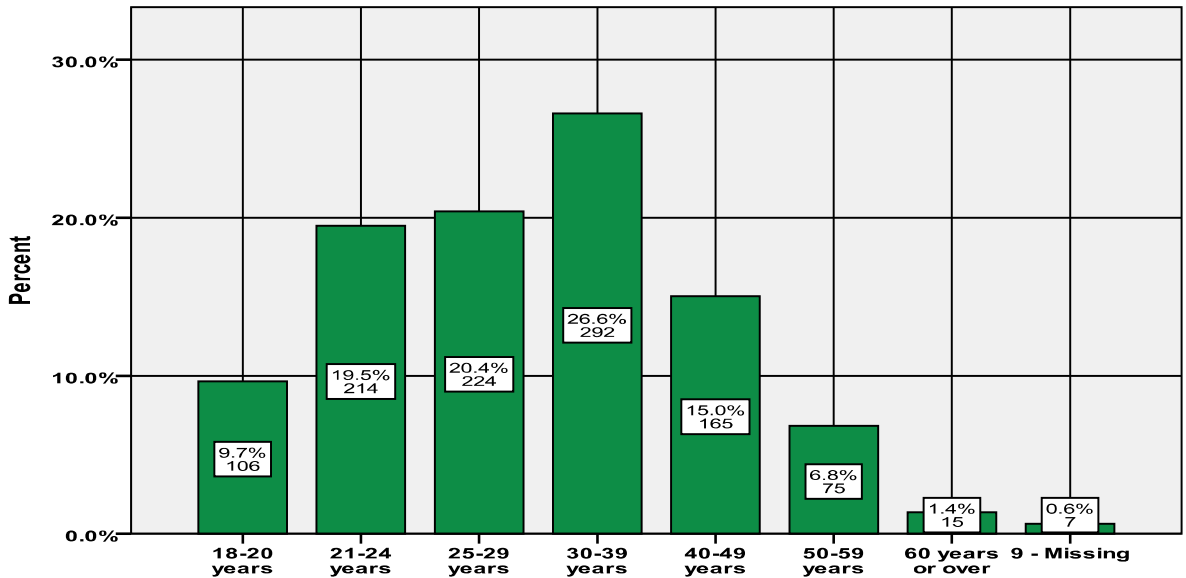
3.2 Disability.

16.8% (n=185) of the sample regarded themselves as having a disability. This was in keeping with the actual caseload eligible, with 18.3% identified.

3.3 Age.

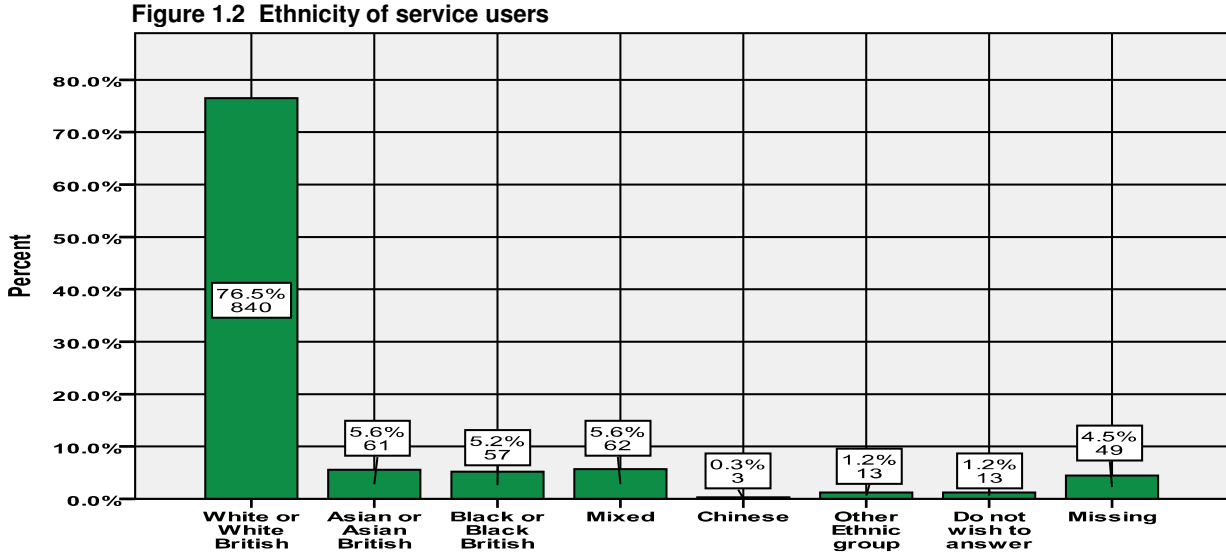
The age groups shown in figure 1.0 illustrate how service users aged 30-39 years were the most common (26.6% n= 292). This correlates with the eligible caseload in September which stood at 26% of the total. There was a slight under representation of 18-20 year olds (9.7% n=106 compared to an actual eligible caseload of 12.1%). Overall however, the distribution of age groups was in keeping with the caseload.

Figure 1.0 Age group of service users



3.4 Ethnicity.

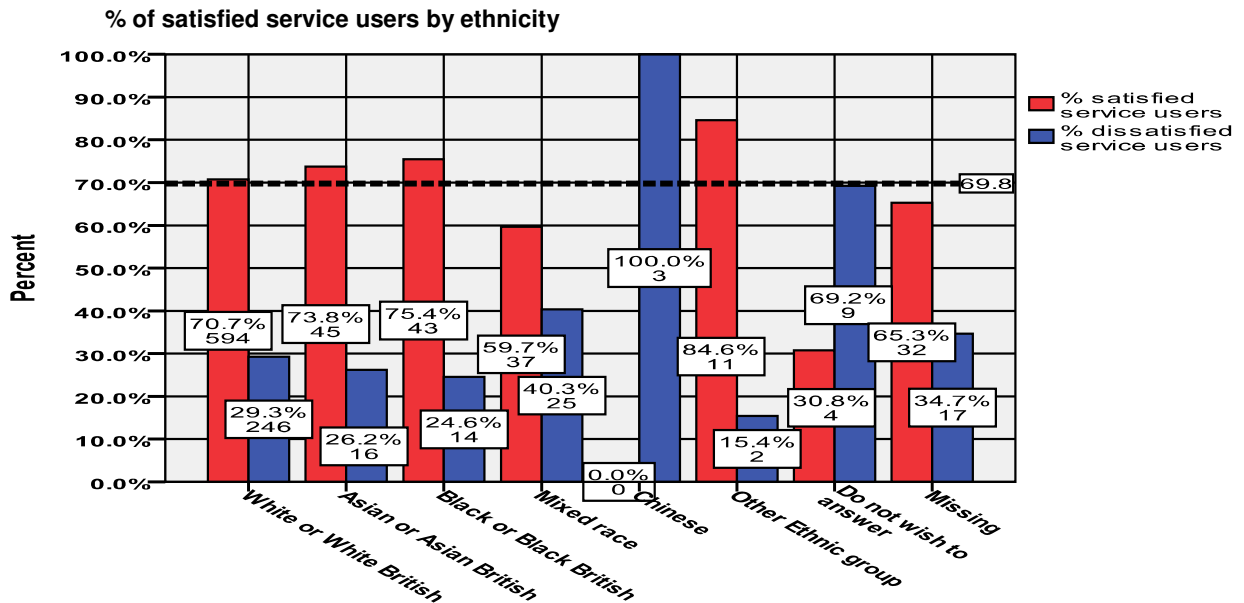
In terms of ethnicity, the table below (figure 1.2) shows that White or White British service users accounted for the largest proportion (76.5% n=840). Other BME individuals accounted for 17.9% (n=196) of the total. Taking account of the 5.7% (n=62) of missing ethnicity information, the ethnicity makeup of the sample is broadly in line with caseload data. White service users account for 82.4% and BME for 15.7% of eligible cases.



3.5 Service User Satisfaction.

There was an indication that some BME groups had poorer experiences as service users with mixed race (59.7% satisfied, n=37) and Chinese offenders (0% satisfied, albeit from a small sample of 3) having below average levels of satisfaction.

The table below also demonstrates a level of dissimilarity in satisfaction rates by ethnicity. The majority of White or White British service users (70.7% n=594) had above average satisfaction rates. 'Black or Black British' (75.4% n=43), 'Asian or Asian British' (73.8% n=45) and 'Other ethnic group' (84.6% n=11) individuals had a higher a proportion of positive questionnaires than their White counterparts. There was however an indication that some BME groups had poorer experiences as service users with mixed race (59.7% n=37) and Chinese respondents (0%, albeit from a small sample of 3) having below average levels of satisfaction.



The female service user sample (73.4% n=91) contained an above average level of satisfaction, 4.1% above the male rate (69.3% n=667).

In terms of the service user's age, individuals aged above 40 had a noticeably higher percentage of positive responses than the rest of sample. Those aged 40 - 49 year olds (74.5% n=123) had the highest satisfaction rate of any other age group. 18 – 24 year olds had a marginally lower than average satisfaction rate of 69.7% (n=223).

62% (n=676) of service users agreed that probation had worked well with other organisations in terms of providing access to and sharing information with partnerships. 6.9% (n=76) of the sample disagreed. Feedback demonstrated that the relationship between the service user and OM needs to be both properly established and properly resourced if the practical assistance that addresses basic human needs is going to be implemented.

For those individuals with a disability (n=185), 22.7% (n=42) felt that either the building or the way support was delivered did not cater for their needs.

The majority of service users (59.1% n=644) felt that the office they attended was very welcoming and comfortable. Only 4.8% (n=52) of offenders were negative in their assessment.

When analysing in what way service users were satisfied with GMPT, the sample demonstrated their general engagement by commending their effective working relationship with the Offender Manager (OM), the explanations given by their OM for decisions taken and the fair way in which they were treated.

3.5 Identifying Gaps

We are aware that the survey was not broken down by all protected characteristics and are currently in the process of ensuring that our Service User Satisfaction Survey 2012/2013 is revised to elicit feedback in relation to all protected characteristics.

4.

Employment

GMPT aims to have a diverse workforce which is representative of the community it serves, skilled in working with diversity; and where under representation exists, that appropriate steps are taken to improve this.

Systematic and regular collation and analysis is undertaken in relation to a wide spectrum of GMPT employment activity and published on a quarterly basis in respect of the protected characteristics: gender, disability, ethnicity and age.

A breakdown of data as at 31 December 2011 is provided below. This is limited to the protected characteristics of gender, disability, ethnicity and age, but we are aware that we must successfully collect a robust data set on the other areas and will take action to do so.

4.1 Working Patterns by Gender

Overview of Greater Manchester Probation Trust 1 January 2011 – 31 December 2011											
COMPARISON OF GENDER / WORKING PATTERN @ YEAR END 2009, 2010, 2011 vs. 31 DECEMBER 2011											
TOTAL STAFF		FULL TIME STAFF			PART TIME STAFF			RSW BANK STAFF		EXTERNAL SECONDMENTS	
		TOTAL FT	MALE FT STAFF	FEMALE FT STAFF	TOTAL PT	MALE PT STAFF	FEMALE PT STAFF	MALE	FEMALE	MALE	FEMALE
31-Dec-11	1227	945	336	609	263	57	206	10	9	1	11
		77.0%	35.6%	64.4%	21.4%	21.7%	78.3%	52.6%	47.4%	8.3%	91.7%
31-Mar-11	1296	984	342	642	300	80	220	4	8		
		75.9%	34.8%	65.2%	23.1%	26.7%	73.3%	33.3%	66.7%		
31-Mar-10	1325	1032	354	678	293	85	208				
		77.9%	34.3%	65.7%	22.1%	29.0%	71.0%				
31-Mar-09	1421	1149	391	758	272	73	199				
		80.9%	34.0%	66.0%	19.1%	26.8%	73.2%				

Despite the workforce reducing considerably over the last three years the percentage of male staff has remained constant. However, GMPT continues to employ fewer men than women; a pattern which is replicated across Probation Trusts nationally.

With a freeze on external recruitment, there are limited opportunities to recruit more men into the Trust, and so our focus will be on continuing to ensure that men are appropriately represented at all levels of the Trust. As can be seen in the data below, men are currently over-represented at senior levels, compared to the overall representation of men in the Trust.

Women comprise a higher proportion of part time workers than men, a pattern which is reflected regionally and nationally. The number of men working part time has decreased over the past three years; there are no clear reasons for this – we will continue to monitor this.

Although GMPT does not at this time collate equality data around requests for flexible working, we can confirm that there have been no grievances in relation to applications for flexible working being rejected.

In terms of the gender pay gap, GMPT salary scales are agreed at a national level, and all roles are evaluated through the national job evaluation framework, which has been specifically designed to ensure no gender bias across roles. New starters are started at the bottom of the salary band without exception, and progression through the scales is incremental, with pay awards negotiated nationally and applied consistently. Those returning from maternity leave return on an increased salary if there has been a pay award during their period of leave. There is no performance related pay, and so any pay disparities would generally be attributable to length of service.

4.2 Workforce Profile: Gender, Ethnicity & Disability

WORKFORCE DIVERSITY (GENDER, ETHNICITY AND DISABILITY)						
31 Dec 2011	TOTAL EMPLOYEES	%	MALE	%	FEMALE	%
OVERALL	1227	100.0%	403	32.8%	824	67.2%
BME	132	10.8%	59	44.7%	73	55.3%
DISABLED	232	18.9%	71	30.6%	161	69.4%
31-MAR-11	TOTAL EMPLOYEES	%	MALE	%	FEMALE	%
OVERALL	1296	100.0%	426	32.9%	870	67.1%
BME	136	10.5%	64	47.1%	72	52.9%
DISABLED	224	17.3%	68	30.4%	156	69.6%
31-MAR-10	TOTAL EMPLOYEES	%	MALE	%	FEMALE	%
OVERALL	1325	100.0%	439	33.1%	886	66.9%
BME	133	10.0%	63	47.4%	70	52.6%
DISABLED	201	15.2%	64	31.8%	137	68.2%
31-MAR-09	TOTAL EMPLOYEES	%	MALE	%	FEMALE	%
OVERALL	1421	100.0%	464	32.7%	957	67.3%
BME	150	10.6%	65	43.3%	85	56.7%
DISABLED	119	8.4%	46	38.7%	73	61.3%

The representation of BME and disabled staff continues to broadly reflect or exceed regional/national averages. We will review this against the revised census data once this becomes available to ensure that latest figures are used as a comparator.

We will continue to monitor developmental and promotional opportunities to ensure that BAME and disabled staff are appropriately represented in these activities, and take positive action to redress any imbalance.

The increased representation of disabled staff within the organisation is a positive reflection of staff confidence in disclosure.

4.3 Workforce Profile by Band: Gender, Ethnicity & Disability

WORKFORCE DIVERSITY (GENDER, ETHNICITY AND DISABILITY) BY BAND 31 DECEMBER 2011									
	GMPT TOTAL	MALE	%	FEMALE	%	BME	%	DDA	%
ALL	1227	403	32.8%	824	67.2%	132	10.8%	232	18.9%
SMG	19	9	47.4%	10	52.6%	2	10.5%	2	10.5%
BAND 5 – 6	112	47	42.0%	65	58.0%	13	11.6%	20	17.9%
BAND 4	383	125	32.6%	258	67.4%	45	11.7%	77	20.1%
BAND 3	437	157	35.9%	280	64.1%	47	10.8%	94	21.5%
BAND 1-2	276	65	23.6%	211	76.4%	25	9.1%	39	14.1%

The representation of BME staff in senior grades is in line with, or slightly exceeds, the representation within the organisation.

Disabled staff are under-represented at the most senior level in the organisation, but there is a good representation at other bands, in comparison to the overall proportion of disabled staff in GMPT.

Despite an under-representation within GMPT as a whole, men are over-represented at the most senior level in the organisation compared to the overall percentage of men in the workforce.

We will continue to monitor developmental and promotional opportunities to ensure that BAME and disabled staff and women are appropriately represented in these activities, and take positive action to redress any imbalance. We will set targets for representation by grade across all protected characteristics

4.4 Workforce Profile by Age: Gender, Ethnicity & Disability

WORKFORCE DIVERSITY BY AGE GROUP (GENDER, ETHNICITY AND DISABILITY)									
	TOTAL	MALE	%	FEMALE	%	BME	%	DDA	%
AGE GROUPS	1227	403	32.8%	824	67.2%	132	10.8%	232	18.9%
18 – 24	15	3	20.0%	12	80.0%	0	0.0%	0	0.0%
25 – 34	319	79	24.8%	240	75.2%	28	8.8%	33	10.3%
35 – 44	301	80	26.6%	221	73.4%	34	11.3%	56	18.6%
45 – 54	382	135	35.3%	247	64.7%	49	12.8%	83	21.7%
55 – 59	130	60	46.2%	70	53.8%	16	12.3%	36	27.7%
>60	80	46	57.5%	34	42.5%	5	6.3%	24	30.0%

In line with national patterns, the percentage of disabled staff increases through the older age groups.

People in the age group 18-24 age group are under-represented within GMPT. As the majority of our staff are practitioners who are required to undertake several years pre-qualification training, this is not unexpected. The introduction of the Modern Apprenticeship scheme (2012) offers opportunities to GMPT to increase the representation of this age group in our workforce.

4.5 Staff in Employee Relations

GENDER, ETHNICITY AND DISABILITY OF STAFF INVOLVED IN EMPLOYEE RELATIONS CASES IN 2011						
<i>*cases closed in 2011</i>	GENDER		ETHNICITY		DISABILITY	
	M	F	BME		DDA	
			M	F	M	F
CAPABILITY	0	1	0	0	0	0
	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
GRIEVANCE	4	2	1	0	0	0
	66.7%	33.3%	25.0%	0.0%	0.0%	0.0%
DISCIPLINARY	11	5	1	1	4	1
	68.8%	31.3%	9.1%	20%	36.4%	20.0%
DIGNITY @ WORK	2	5	0	1	1	0
	28.6%	71.4%	0.0%	20%	50.0%	0.0%
TOTAL	17	13	2	2	5	1
	56.7%	43.3%	11.8%	15.4%	29.4%	7.7%

Number of cases are relatively small and there are no statistically significant issues to note.

4.6 New Starters within GMPT: Gender, Ethnicity & Disability

GENDER, ETHNICITY AND DISABILITY OF GMPT STARTERS 1 JAN 2011 – 31 DEC 2011						
	TOTAL NUMBER OF STAFF @ 31/3/11	TOTAL NUMBER OF STARTERS	GENDER		BME	DDA
			MALE	FEMALE		
ALL	1227	37	16	22	4	2
		3.1%	42.1%	57.9%	10.5%	5.3%
SMG	19	3	1	2		
	1.5%	7.9%	33.3%	66.7%		
BAND 5 – 6	112	3	3	0		1
	9.1%	7.9%	100.0%	0.0%		33.3%
BAND 4	383	4	2	2		1
	31.2%	10.5%	50.0%	50.0%		25.0%
BAND 3	437	7	2	5	1	
	35.6%	18.4%	28.6%	71.4%	14.3%	
BAND 1-2	276	21	8	13	3	
	22.5%	55.3%	38.1%	61.9%	14.3%	

Numbers of cases are relatively small and there are no statistically significant issues to raise.

4.7 Staff Leaving GMPT: Gender, Ethnicity & Disability

GENDER, ETHNICITY AND DISABILITY OF GMPT LEAVERS 1 JAN 2011 – 31 DEC 2011						
	TOTAL NUMBER OF STAFF @ 31/3/11	TOTAL NUMBER OF LEAVERS	GENDER		BME	DDA
			MALE	FEMALE		
ALL	1227	107	39	68	13	20
		8.7%	36.4%	63.6%	12.1%	18.7%
SMG	19	4	1	3	0	0
		1.5%	3.7%	2.6%	4.4%	
BAND 5 – 6	112	15	2	13	1	3
		9.1%	14.0%	13.3%	86.7%	7.7%
BAND 4	383	24	11	13	4	5
		31.2%	22.4%	45.8%	54.2%	30.8%
BAND 3	437	36	18	18	7	9
		35.6%	33.6%	50.0%	50.0%	%
BAND 1-2	276	28	7	21	1	3
		22.5%	26.2%	25.0%	75.0%	3.6%

The numbers of BME staff leaving the organisation is slightly higher than the representation within the organisation. Reasons for leaving are monitored quarterly, and exit interviews are completed. This allows for identification of any patterns by protected characteristics on an ongoing basis.

The representation of other groups of leavers by protected characteristic is in line with the overall staff make up.

4.8 Identifying Gaps.

Despite specific activity to gather data, GMPT do not currently hold workforce profile data on the key areas introduced by the Equality Act 2010 namely gender identity, sexual orientation, and religion and belief. We will undertake another exercise in early 2012, so that accurate baseline information can be obtained on workforce diversity, to enable us to monitor the effectiveness of the HR policies, and identify any trends.

We are in the process of rolling out a HR self service data system which we hope will increase the collation of data in these areas (as protected characteristics are self-inputted by staff members rather than HR staff).

Despite this, we are likely to need to take targeted action in 2012 to collate data in advance of the full roll out of the system; as we acknowledge the importance of collecting data across all characteristics.

We are mindful of the complexities in the collation and storage of data in capturing information around gender identity, and have been working to ensure this can be met in a meaningful way, and without infringements on legal requirements.

This data informs and supports our chosen equality objectives and demonstrates our commitment. This data is regularly reported to the Trust Board, senior management, Diversity Committee and Local Delivery Units to inform business planning.

5. Greater Manchester Probation Trust

Equality Objectives 2012 – 2016

- **Ensure a representative workforce at all levels:**
- **Ensure equal access to learning and development for all parts of the workforce:**
- **Ensure that all employees are engaged at all levels of the organisation:**
- **Work with local community resources to assist in the delivery of our services to meet the needs of our diverse service user group.**
- **Enhance services for those 18yrs old and under to increase the successful completion rates of their orders/licences.**
- **Exploring, via the service review, the value of a specified activity for BME offenders designated with thinking skills criminogenic needs.**
- **Investigate the reasons why Asian males sentenced to under 12 months custody, account for 25% of the BME service user group.**
- **Improve our disability monitoring to identify required services to meet needs.**
- **Improve identification of hate crime perpetrators.**
- **Increase staff awareness of hate crime and working with hate crime perpetrators**
- **Reduce the number of women going to short-term custody from 4% to below 2%.**
- **Reduce the percentage of women receiving suspended sentence orders compared to community orders**
- **Increase the successful completion rates of women to at least 85%**
- **Increase provisions and access to women-only services.**

As previously stated, we are aware of the gaps in the data which will allow us monitor outcomes for specific protected characteristics, and these are being addressed as a matter of course; as such we have decided not to include these within our objectives for 2012 – 2016.

In arriving at these Objectives discussions took place with the Equality leads within each LDU, GMPT Disability Action Group staff association, GMPT Lesbian Gay Bisexual and Transgender staff association, GMPT Black, Asian and Minority Ethnic staff association, GMPT Women's Practitioner Forum and Trade Unions.

Informal discussions have taken place with some of our external stakeholders, however this will be done much more thoroughly before 6 April 2012, therefore, we acknowledge that these equality objectives may be subject to change.

In working towards these outcomes we anticipate some will be achieved within the four year period and we intend to publish updates on the progress of these during our annual review.

We invite any further questions or comments that you may have in relation to these objectives (contact details on page 3).



Equality Policy

January 2012
V 1.0
Review due: January 2014

Statement of intent

1. GMPT is committed to ensuring equal outcomes by providing;
 - equality of opportunity for all staff to learn and progress in the organisation
 - Responding to the needs of all service users with the aim of maximising the opportunity for all to successfully complete their orders and licences
 - Ensure equality of treatment for all Victims with whom we have contact
 - Ensure anti-discriminatory practice for all stakeholders. (I'm not sure what this means???)

Aim

2. We aim to ensure fair and equal treatment of all staff, service users and other stakeholders and actively promote equality. To create an environment for employees, service users and all stakeholders which promotes dignity, respect and fair treatment for all.

Principles

3. GMPT will promote and support equality, human rights and diversity in all of our functions.

3.1. There are similarities and differences between all people. Where we see the value in difference, we benefit. Where we do not, we are diminished. Together we do better when we appreciate the strengths that come from broadening our horizons and making the best possible use of the talents, traditions and perspectives represented in our communities.

3.2. If we do not see the differences between people, we miss an opportunity to provide them with the best service possible, or in the case of our employees, to give them the opportunity to progress and develop within GMPT. By understanding the different circumstances and needs of offenders and victims, we increase the chance of providing them with effective services. By doing the same for our employees, we maximise the chances of us becoming a responsive and excellent employer.

3.3. GMPT stands against discrimination and exclusion and will take every opportunity to eradicate them. We oppose all forms of unlawful and unfair discrimination related, but not exclusive, to:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Gender
- Sexual orientation

3.4. We are aware that inequality can occur outside of the above characteristics, e.g. part time work and temporary work, or poverty, and we will work towards equal outcomes for all.

3.5. We will promote equality, dignity, fairness and respect throughout our various functions and will not tolerate any form of intimidation, victimisation, bullying or harassment, and will tackle areas, associated with our business, which do not support these principles.

Scope

4. This policy applies equally to all services that we provide to offenders and victims, as well as our various functions as an employer.

4.1 This policy applies to direct employees of GMPT, workers (engaged through, or by, an employment agency on a temporary basis), staff seconded from other organisations and all job applicants regarding recruitment

4.2. Where the Trust's services are provided by external contractors or third parties on the basis of a specification set by the Trust, these contractors or third parties are responsible for adhering to the Trust's Equality Policy whilst providing services on behalf of the Trust.

4.3. This policy applies to sub-contractors, GMPT will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance and compliance with appropriate behaviours. However, if any issues become apparent with regards to equality or diversity in relation to any contractor or third party, these will be taken very seriously by the Trust and raised in the strongest possible terms with the contractor or third party and could ultimately lead to termination of the contract.

Governance

5. The GMPT Board will work closely with the Chief Executive to ensure that the Trust is fully compliant with our legal obligations under the Equality Act, and the implementation of this policy.

5.1. The GMPT Area Equalities Committee will provide strategic oversight and governance of equality throughout the Trust, and will oversee the implementation and progress of our equality duties/objectives, and make recommendations to the Board/Senior Management Team on changes to practice/policy/procedures to further enhance/improve equality within the organisation.

5.2. A designated Assistant Chief Executive will have strategic responsibility for Equality and Diversity and will coordinate the equalities work and agenda throughout the Trust, supported by Diversity Officers covering both Service delivery and People and Development.

5.3. All Local Delivery Units (LDUs) will have nominated Probation Operations Managers (POMs) responsible for Equality within the LDU.

5.4. Each LDU will have a Local Equality Committee that will be accountable for the implementation and progress of our Equality duties/objectives within their LDU, and make recommendations to the Area Equalities Committee on changes to practice/policy/procedures to further enhance/improve equality within the organisation.

Policy in Practice

6. GMPT values and celebrates the diversity that exists within the workforce and are committed to creating a working environment in which everyone can take full part.

6.1. We aim to develop, promote and deliver employment and training opportunities without discriminating on the basis of any of the protected characteristics, or other differences which can result in unfair treatment.

As an employer we will:

- Recruit, attract, develop and retain the most talented people, and ensure that our workforce is representative of our community at all levels of the organisation.
- Ensure that all employees have access to promotion, learning and development opportunities so that their potential and contribution are maximised.
- Provide a safe and accessible working environment that values and respects the identity and culture of each person.
- Regularly review our people management policies and practices to ensure that they support these commitments
- Ensure that all employees understand their rights and responsibilities in relation to discrimination, harassment and bullying.
- Provide support and training to ensure that this policy is communicated, understood and acted upon by all employees.
- Implement a fair and equitable approach to how we pay and reward employees for equal work, with regular review.
- Provide procedures for reporting incidents of discrimination, harassment or victimisation which ensures that any incidents and/or complaints are dealt with seriously, fairly and promptly.

6.3. GMPT serves a very diverse area and will work towards and ensure equal outcomes for service users.

As a service provider we will:

- Work to continually improve services to offenders and victims, and ensure they are accessible and responsive to the needs of all service users.
- Ensure that Equality and Diversity is taken into account when making proposals for sentencing, to ensure that getting the 'right offender on the right order' includes taking their diverse needs into account.
- Ensure that where offenders we supervise commit offences which are targeted at victims with any of the protected characteristics (i.e. Hate Crime), that this is recognised, and that our work with that offender tackles that behaviour effectively.
- Ensure that we collect information about all service users in relation to the 9 protected characteristics, and that where necessary plans are put in place to respond to any difference in need, with the aim of maximising their opportunity to make best use of the service we offer.
- Recognise and value differences, and make sure that all service users are treated equally and with dignity and respect

6.4. As a commissioner of services, we work with other organisations to ensure equal outcomes for service users.

As a procurer of goods and services we will:

- Take account of equality factors when we award and monitor contracts and procure services.
- Communicate our equality policy to service users, partners and contractors delivering services on our behalf.
- Work with other organisations to ensure that they meet equality requirements.

Mainstreaming

7. GMPT aims to ensure that equality is threaded through every aspect of the organisation's planning, services and operations and that promoting equality is the responsibility of all staff.

7.1. This policy is available on the GMPT Intranet and GMPT's external website. Please contact the PR & Communications department if you require a copy in an alternative format.

7.2 The details of this policy will be proactively communicated and promoted to all stakeholders.

Monitoring and reporting

8. GMPT will;

- audit and monitor procedures for services and employment, and report annually to the Trust Board, employees and the community on how this policy is put into practice, as required under the Public Sector Equality Duties.
- Monitor outcomes for all offenders, to ensure that there is no disproportionality in outcome for offenders with any particular protected characteristic. Where we find this does exist, we will take all action possible to eradicate this.

Responsibilities

9. All staff have a responsibility to guard against any form of discrimination and avoid any action which goes against the spirit of this policy. Thus staff at all levels must ensure that there is no discrimination in any of their decisions or behaviour.

However, whilst all staff have a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities within this.

9.1. Responsibility of **all employees**:

- To act in line with the policy and its related procedures,
- To implement the policy in their day to day work
- To challenge discrimination or inappropriate behaviour
- To report any discriminatory acts or practices.
- To not victimise anyone as a result of having complained about, reported or provided evidence of discrimination.

- To treat everyone with dignity and respect in the course of undertaking work duties
- To cooperate with any measures introduced to ensure equal outcomes.
- To ensure that what they do and say, during and outside of working hours, does not bring GMPT into disrepute (refer to code of conduct policy).
- Do not discriminate, harass, victimise or intimidate others
- Do not induce or attempt to induce others to practice unlawful discrimination

9.2. Responsibility of **all managers**:

- To ensure that the standards established within this policy are adhered to
- To consider the impact of their action/inaction on equality
- To promote equal opportunities and encourage diversity within the workforce
- To ensure equality issues are addressed in supervision and performance
- pro social modelling in relation to equality.
- To be alert and identify risks (practices and behaviour) that may lead to breaches of the policy.
- To investigate and act upon cases of discrimination, victimisation, bullying and harassment.
- To ensure that information on equality is incorporated in the induction process and supported with training.

9.3. Responsibilities of **People Management/Human Resources**

- To ensure compliance with Employment Laws.
- To monitor employment practices and policies.
- To ensure equality training and development initiatives.
- To support managers in investigating potential discrimination issues.
- To provide advice/guidance to line managers and staff

9.4. Responsibilities of **Board, Chief Executive and Executive Team**

- To provide advice/guidance to line managers and staff
- To consider the Equality Duty in the design, delivery, quality and effectiveness of the organisation's functions.
- To be aware of the Equality Duty when setting strategic direction, reviewing performance and ensuring good governance of the Trust.
- Providing leadership on the Equality Policy, acting as overall champions to ensure the policy is implemented;
- Communicating the strategy and policy, internally and externally;

Complaints of Discrimination

10. Discrimination occurs when someone directly or indirectly treats a person or a group of people unfavourably because of a protected characteristic. This covers all behaviour including remarks and insinuation, both verbal and non-verbal, which cause offence.

10.1. Any member of staff who is subject to harassment, bullying or discrimination is encouraged to refer to GMPT's Dignity at Work policy on harassment, bullying and discrimination. This provides details of the steps that can be taken to deal with such an issue. In

addition, staff are reminded that they can obtain external, confidential help if they so wish by contacting 'the Trust's counselling service', trade union representative or the like.

10.2. If a worker (engaged through, or by, an employment agency or bureau) considers they have been discriminated against they should raise their complaint directly with their employer.

Non- Compliance with Policy

11. The Trust will not tolerate any behaviour from staff which breaches our Equality Policy. Any such breaches will be regarded as misconduct except for serious offences such as discrimination on protected grounds; serious offences including harassment, bullying, or victimisation will be treated as gross misconduct and may lead to disciplinary action including dismissal from employment.

Review

12. A designated Assistant Chief Executive (ACE) has overall strategic responsibility for Equalities, including monitoring, evaluation and review of this policy. This policy will be reviewed on an annual basis.

Appendix 2

Definitions

Equality

can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.

Diversity

ensures that all people are valued as individuals and are able to maximise their potential and contribution to the Trust and to the community. It recognizes, appreciates, respects and values the differences people from different backgrounds and denominations bring and create an innovative organisation. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued.

Equality and Diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed and taken account.

Direct Discrimination

occurs when someone is treated less favourably than another person because of a protected characteristic. Relevant protected characteristics include age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage & civil partnership, pregnancy and maternity.

Associative discrimination

occurs when someone discriminates against someone because they associate with another person who possesses a protected characteristic. Relevant protected characteristics include age, disability, gender reassignment, race, religion or belief, sex, sexual orientation.

Discrimination by perception

occurs when someone discriminates against an individual because they think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic. Relevant protected characteristics include age, disability, gender reassignment, race, religion or belief, sex, sexual orientation.

Indirect discrimination

occurs when a seemingly neutral provision, criterion or practice that applies to everyone places a group who share a characteristic e.g. type of disability at a particular disadvantage. Indirect discrimination may be justified if it can be shown that the provision, criterion or practice is a proportionate means of achieving a legitimate aim.

Detriment arising from a disability arises when you treat a disabled person unfavourably because of something connected with their disability.

This type of discrimination is unlawful where the employer or other person acting for the employer knows, or could reasonably be expected to know, that the person had a disability. This type of discrimination is only lawful if the action can be justified and the employer can show that it is a proportionate means of achieving a legitimate aim.

Victimisation

occurs when an employee is treated unfavourably, disadvantaged or subjected to a detriment because they have made or supported a complaint of discrimination or raised a grievance under the Equality Act, this policy or the Dignity at Work policy or because they are suspected of doing so. (However, an employee is not protected from victimisation if they have maliciously made or supported an untrue complaint).

An example, of this is when an employee requests to work flexibly and their manager refuses their request because they supported a colleague in a complaint of discrimination.

Harassment

is defined as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.' The relevant protected characteristics are race, disability, sex, gender reassignment, sexual orientation, religion or belief and age.

Third party harassment occurs when an employee is harassed by someone who does not work for the employing organisation such as a customer, visitors, client, contractor or visitors from another organisation. The employer will become legally responsible if they know an employee has been harassed on two or more occasions by someone and it may also be different individuals each time and fails to take reasonable steps to protect the employee from further harassment.

Positive Action

refers to the measures taken to assist employees or learners who have been under-represented in specific areas, to reach a level of workplace knowledge and competencies that is comparable with 'representative' employees. These measures would normally take the form of additional training. 'Positive discrimination' at the point of selection for work is not permissible.