



Single Equality Scheme

2009 – 2012



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FOREWORD

Greater Manchester Probation Trust is totally committed to promoting equality and human rights. We make this commitment as we intend to meet our legal responsibilities and because we believe we have a moral imperative to treat all our staff and those who use our services with fairness, dignity and respect. We cannot achieve our objectives of reducing re-offending and protecting the public unless we do so. This Single Equality Scheme sets out the detail of how we intend to deliver on this commitment.

We aim to provide responsive services that meet the needs of all sections of the community. As a good employer our ability to recruit, retain and develop a diverse workforce that reflects the community will help build essential public confidence in our work and enhance our ability to combat the problems of crime and disorder.

As a new Probation Trust from April 2009 we intend to make the Single Equality Scheme central to the way we conduct our business. The scheme sets out how we intend to:

1. Bring change to service delivery
2. Develop our employment practice
3. Develop the way we commission services

Our efforts will be focused on gathering information with which to improve our services to all the communities we serve, employing people from all the communities we provide services to and developing our relationships with people who live in the communities we serve from all the equality categories.

We will consult, engage and involve people in our work from the communities that we serve from all the equality categories to ensure that we are developing employment practice and services that are capable of meeting the needs of all members of the communities.

We will monitor our work and publish our findings about progress or regress.

We will encourage constant comment about our work from stakeholders and communities to enable us to dynamically develop our scheme as things change or new information becomes available.

Hilary Tucker
Chair,
Greater Manchester Probation Trust

John Crawforth
Chief Executive,
Greater Manchester Probation Trust

SECTION 1: INTRODUCTION

1.1 Demography

With a population of some 2.5 million people this is a thriving cosmopolitan area with recent regeneration and strong traditions in the arts and sport. The area is rich and varied in its race and ethnic composition. Manchester itself has played a very significant part in the nation's history, particularly in the development of democracy and the industrial revolution. Whilst this is a great conurbation, it also has deep social problems and includes some of the most economically deprived areas of the country. The equality profile according to the 2001 census data is as follows:

GREATER MANCHESTER POPULATION EQUALITY PROFILE 2001 CENSUS		
GENDER	Male	1.2 million
	Female	1.3 million
AGE	Aged 0 to 15	527,000
	Aged 16 to 74	1.8 million
	Aged 75 and over	173,000
ETHNICITY	White –	91%
	Largest ethnic groups: Pakistani –	3%
	Indian	1.5%
RELIGION	Christian	1.8 million
	Muslim	125,000
	Sikh	3,700
	Jewish	21,700
	Hindu	17,200
	Buddhist	5,000
DISABILITY	People with limiting long term illness 20.4% (2.2% higher than England and Wales average)	

1.2 Greater Manchester Probation Trust

Greater Manchester Probation Trust is part of the National Probation Service which includes 42 probation areas and trusts. The Trust provides services in 10 districts comprising: Bolton, Bury, Manchester, City, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan.

Strategic priorities

We have six strategic priorities for 2009 – 2010 which are:

1. Service Delivery

Reducing reoffending and the number of victims of crime, including offenders successfully completing their orders and licences.

2. Local Engagement

Making a positive contribution to safer communities.

3. Commissioning

Delivering high-quality effective services that make a positive difference.

4. Finance

Managing public money wisely and to best effect.

5. Organisational Development

Being a capable organisation that is fit for purpose.

6. People

Investing in our workforce to deliver effective services.

1.3 The Services

In Greater Manchester we work to:

- Protect the public.
- Reduce re-offending.
- Provide proper punishment of offenders.
- Rehabilitate offenders.
- Ensure offenders' awareness of the effects of crime on victims of crime and the public.

With the Prison Service and other organisations working with convicted offenders, the Probation Service is a part of the National Offender Management Service which is a department of the Ministry of Justice.

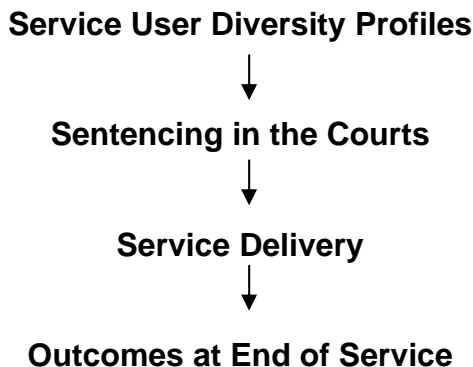
We supervise approximately 16,000 offenders in the community and in custody, who are subject to either a community sentence or post-release licence supervision, or are serving a custodial sentence.

We provide a service to uphold the rights of victims as set out in a statutory code of practice alongside other organisations. This seeks to support victims of crime of the offender's progress through the prison system and ensures their testament is heard at a parole hearing.

As an organisation that is serious about equality, we will work to deliver equality and human rights across all our services by linking new priorities within this scheme to the aims in the Area Business Plan. We will ensure that each action has a lead officer to drive it forward so that it becomes embedded in the core work of the organisation.

A crucial factor in ensuring that GMPT promotes and supports equality and human rights and stands against discrimination and exclusion is the capacity to access robust and reliable information. We will build on achievements in this area and continue to gather and use the information from all of our services to develop our understanding of the equality profile of people using our services in order to prioritise action to address issues specific to any institutional discrimination identified.

In relation to those who use our service, both offenders and victims, this includes four key aspects: profiling, sentencing, delivery and outcomes. The process below illustrates the range of information which may fall within these categories:



Profiling

Profiling information about our service users is essential for the commissioning process to ensure, that as needs are identified, any gaps in service provision are analysed, prioritised and managed.

We currently explore the risks, needs and offending patterns of the majority of service users we supervise. We have recently produced a report on this breaking down such profiles by gender, race and ethnicity and age.

By September 2009 we will be able to profile disabled service users and we aim to produce this information using geographic mapping software to ensure we are providing services which target the needs of the local community. (See action plan – service delivery).

By January 2010 we will be able to assess the level of victim service user satisfaction in accordance with a diversity profile. (See action plan – service delivery).

Sentencing

Pre Sentence Reports (PSRs)

GMPT have developed new PSR Directions. The Diversity Manager was included in producing the diversity section of these directions. Consultation with a local partnership organisation and one of our local staff associations were specifically consulted with in relation to producing PSRs on BME offenders. The purpose of this is to improve the quality of assessments on BME offenders. An audit of the quality of assessments on BME offenders will be completed by September 2009.

In terms of monitoring, reviewing and evaluating that certain equality groups are not discriminated against within PSRs the following actions are in progress: Within the new PSR Directions there is a section which outlines how we monitor, review and evaluate PSRs. This will include concordance of information across a range of combinations of requirements in orders. This will be broken down by: disability, gender, age, race and ethnicity. This will enable GMPT to look at any difference in proposal rates in ten districts, (local delivery units), and also any difference in sentencing patterns within districts. It has been arranged to share this information with Clerk to the Justices.

We are continually developing the capacity to report on the sentencing of service users as we recognise that it is through the assessment and court report process that probation can impact on the position of minority groups in the Criminal Justice System.

By September 2009 we will be able to report on this activity by disability.

We currently carry out audits to explore quality by diversity factors.

Service Delivery

We track a wide variety of service delivery measures and can drill down to explore whether the results are disproportionately affecting minority groups.

On a quarterly basis we currently report on the completion of a number of interventions by gender and race. By September 2009 we will be able to report on the completion of these interventions by disability.

We are evaluating the implementation and outcomes of the accredited women's programme in GMPT.

We are building the Women Offenders Strategy by applying information and research findings to respond the Corston Report¹ and the NOMS Good Practice Guide for Women Offenders.

Accommodation

GMPT have commissioned an area wide housing advice service. The monitoring of this is on a quarterly basis and includes equality group monitoring via management information and service user feedback.

A new service design and longer term commissioning will include the particular needs of equality groups. The monitoring and evaluation of the service will be part of this and ongoing contract management.

Local Authority districts play a full part in commissioning and overseeing provision. Equality is an important part of this, based on needs analysis.

¹ The report by Baroness Corston of "A Review of Women with Particular Vulnerabilities in the Criminal Justice System" published on 6 December 2007.

Provision is monitored via "Supporting People" teams to the Quality Assurance Framework and Service User Feedback.

GMPT also works with other groups such as registered social landlords, charities who provide accommodation, and rent deposit schemes. All of these have equality statements and work within the legal framework. Any concerns regarding access or quality of provision in relation to any equality group is taken up by the management appropriately.

Unpaid Work (UPW)

One of GMPTs National Targets is the successful completion of orders. GMPT currently monitor, evaluate on a monthly basis the successful completions of unpaid work requirements and/orders. This is broken down by: race, gender and age. GMPT will include disability in September 2009.

GMPT regionally produce data which compares the successful completions of orders, broken down by race, gender and age on a quarterly basis. The findings from this monitoring is discussed at the Regional Diversity Group meetings. Diversity representatives from each region attend these meetings. Any significant disproportionality is also discussed at our Area Diversity Board meetings on a quarterly basis and acted upon to reduce any possible discrimination. Figures collated regarding disability will be improved and shared regionally.

On successful completion of all Unpaid Work Orders "exit questionnaires" are collated and routinely evaluated. Scores are compared in relation to race, gender and age. Any emerging themes or disproportionality are acted upon.

Outcomes

There are a range of measures which enable us to explore the impact of service delivery on individuals and cohorts of service users.

We currently track successful completion of orders and licences. These can be analysed by gender, race and age (see graphs below).

Individual re-offending data for GMPT has recently been made available by NOMS. We will be using this data and analysis to explore re-offending outcomes for different groups of service users.

Linking up the above information to track the offender's journey through the probation process is a key priority for the organisation. It will enable us to explore how the sentence links to the delivery and then the outcomes.

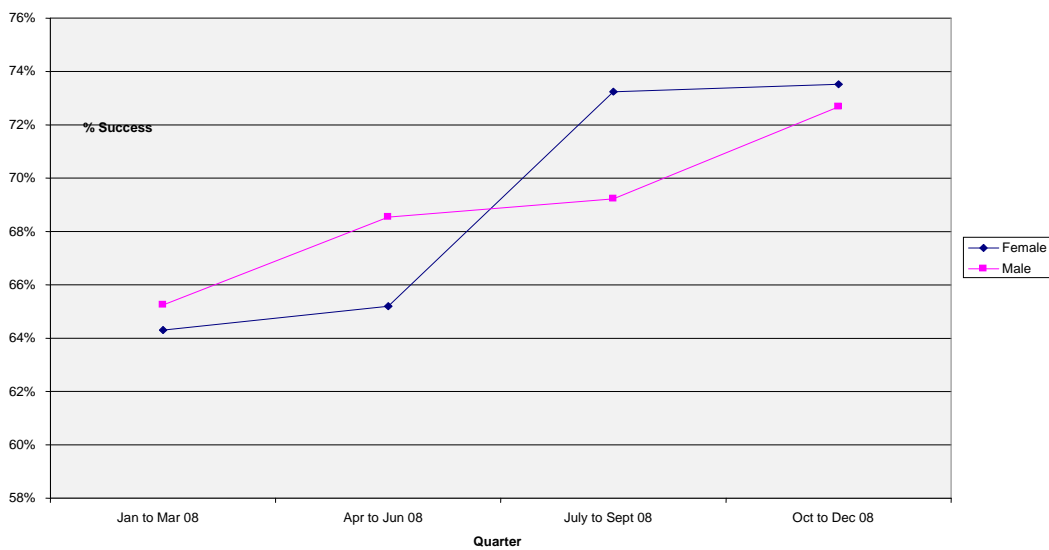
Successful completion of community orders and custodial licences is a high level indicator of whether we succeed with offenders. It is important in terms of delivering justice and completion also increases the opportunity to make a positive difference. It begins to measure whether we succeed in contributing

to the elimination of discrimination and promote equality for service users. Success in completion rates of orders and licences is one of GMPTs strategic aims.

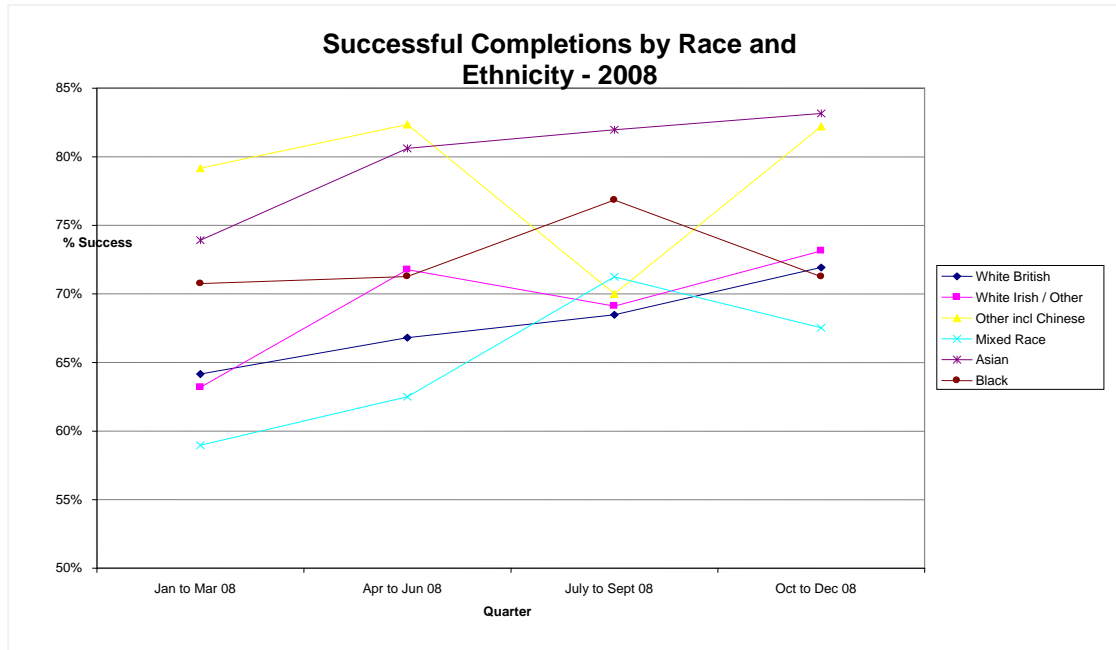
The graphs below show the different completion rates of orders and licences by race, gender and age. They illustrate how GMPT uses available information to make sense of a very complex picture and understand different outcomes.

We are developing our capacity to explore what happens to those offenders who do not complete successfully. We use other data or research to show differences in outcome that help us set our priorities for the Equality Scheme:

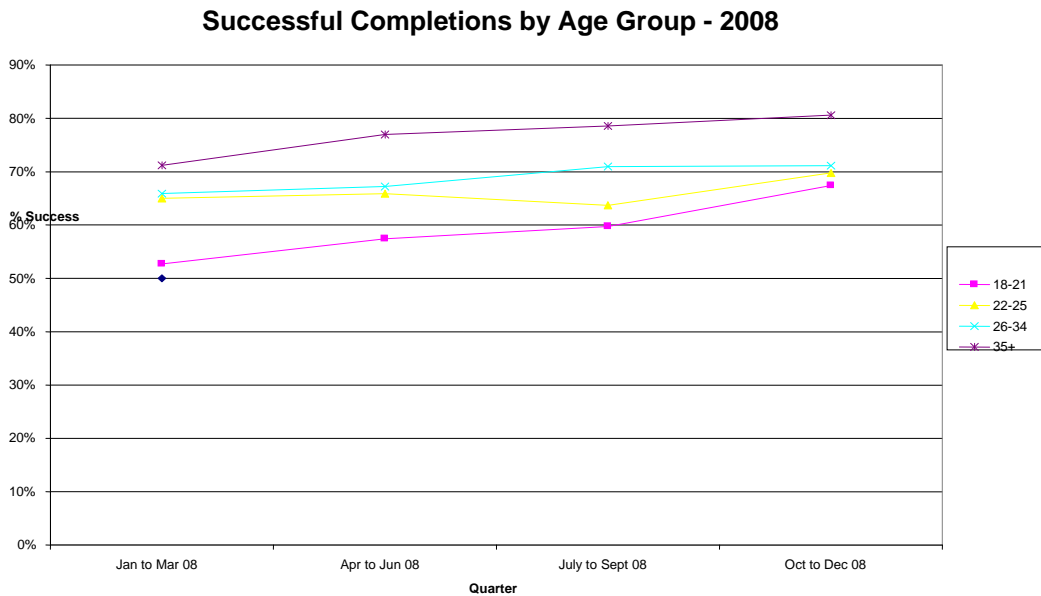
Successful Completions by Gender - 2008



This graph shows that the successful completion rate for women started lower than that of men but improved at a faster rate. This is possibly as a result of the increased attention given to women offenders following the publication of the National Offender Management Service guide to working with women offenders released in May 2008. However, from the Corston Report, we know women offenders are less likely to gain access to services that match their need in a system geared towards men. As a consequence their often acute health and social needs are not met. The Ministry of Justice have made it a mandatory requirement that the National Offender Management Service takes steps to reduce the inequality of outcomes for women offenders.



This graph indicates that Asian offenders are most likely to complete orders and licences successfully. The reasons why other groups do not complete at the same rate requires further investigation and analysis. Local and national research provides evidence of a differential treatment for BME offenders and specifically a reduced quality of service provision (HMIP 2000, HMIP 2004, Hudson and Bramhall 2005, Home office 2008, Williams 2009). This largely relates to the quality of assessments and reports and access to suitable interventions.



This graph shows that the likelihood of success on an order or licence is linked to age. The probation service supervises offenders from age eighteen upwards. The 18-25 year old group are the least likely to complete the order or licence. We will respond to this difference in outcome by reviewing the needs of our young adult offenders, as they make the transition from the youth offending system into adult services.

We do not yet have data that gives us a clear indication of the success of offenders with a disability. However, we do know that the anticipated Bradley Report² will highlight that offenders with mental health issues are not well served in the criminal justice system. We need to be clear about how we can improve our services to meet the needs of this service user group.

We have chosen four priority areas for attention in this element of the Scheme to tackle inequalities in service delivery and outcome:

1. To audit and improve the quality our service to black and minority ethnic offenders.
2. To increase the access of women offenders to services that match their need and implement the NOMS Good Practice Guide for women offenders.
3. To review and improve our services and approach to working with mental health and learning disability in the criminal justice system.
4. To understand the needs of young adult offenders (18 – 25 year old males) in order to improve the transition from youth to adult offender services to improve their success in completing their order or licence, and thereby increase their life opportunities.

Information on patterns of crime in Greater Manchester can be obtained from the Greater Manchester Police website www.gmp.police.uk

1.4 Our Workforce

We have nearly 1500 staff working at over 40 sites who, sometimes in partnership with other organisations, manage offenders who may be required to do unpaid work, programmes to reduce reoffending or to live in approved premises. We supervise men and women over the age of 18 and they will be on orders imposed by magistrates' or crown courts or will be on licence from prison. The table below provided a breakdown of our workforce as at 31 March 2009.

	Total Employees	%	Male	%	Female	%
Overall	1421	100	464	32.6	957	67.4
BME	150	10.5	65	14.0	85	8.9
Disabled	119	8.4	46	9.9	73	7.6

A recent survey suggests that the actual number of disabled staff is significantly higher due to non disclosure. We will work to establish greater confidence in our staff to disclose to gain more support in the workplace. The latter is covered in this section and within the action plan.

² Lord Keith Bradley is leading a review into the treatment of people with severe mental health needs in the criminal justice system.

We have achieved some success in establishing a diverse workforce and will continue to monitor our staff profile. Where areas of under representation exist, we will take appropriate steps to improve.

Monitoring access to and attendance of training informs our annual learning needs analysis and scheduling of training. We can demonstrate that we raise the diversity awareness of our staff, provide learning opportunities and support for groups identified in the Equality Scheme. We develop specialist skills when they are needed e.g. working with racially motivated offenders, hate crime and equality impact assessment. We ensure that staff are briefed on their responsibilities and public duties.

We have involvement with our staff associations, the Black Workers Forum, Disability Action Group and LGBT. We will identify how this can be improved. We also conduct a survey across the whole workforce.

Issues that have been raised and incorporated through staff feedback:

- Staff can lack confidence in the fairness and transparency of the selection process.
- The Black Workers Forum reports have raised concerns that incidents of racism are dealt with too slowly.
- The Disability Action Group has raised concerns that our absence policy does not differentiate sufficiently between sickness absence and disability related absence.
- The Lesbian, Gay, Bisexual and Transgendered Group have said that sexual orientation is a hidden issue and as a consequence, does not get sufficient attention as an equality matter.

In the 2010 review of the scheme we will report on how we have addressed these concerns and the changes we have made in light of consultation with our Staff Association and others.

To this end, GMPT is determined to become a more outward-facing organisation and have made a commitment to the principles of local service delivery. The Probation Service is in a unique position to link the criminal justice system to the social regeneration of communities and neighbourhoods. Our position will be enhanced by greater visibility, local networking and a dialogue with community groups and services. We know this will help shape and improve our service, have a workforce reflective / responsive to the needs of the community.

GMPT Staffing Profile

The staffing profile can be seen in the charts below. These figures are monitored and reviewed on a quarterly basis and are published on GMPTs website.

Total Positions	Total Staff by Headcount	Male FT Staff	Female FT Staff	Male PT Staff	Female PT Staff	Male Disabled	Female Disabled	Male BME	Female BME
1482	1421	391	758	73	199	46	73	65	85

- Ethnic Representation of male staff = 14%
- Ethnic Representation of female staff = 8.9%
- Male Representation of all staff = 32.6%
- Female Representation of all staff = 67.4%
- Total number of staff identified as disabled under DDA = 8.37%

The male/female ratio of staff has remained fairly static with male representation at 32.6%. We will continue to endeavour to take measures to address this, however the current reduction in the level of recruitment activity and workforce change strategy will make achievements with positive effect difficult to accomplish in the foreseeable future. GMPT will endeavour to monitor demographic information to inform plans and this will be included within our action plan.

BME staff comprise 10.6% of the workforce, comprising 14% male staff and 8.9% female staff. This disparity between male and female employees has been identified previously and we will endeavour to put into place actions to address this in future recruitment activity. It is also identified that there can be specific barriers that can prevent BME women from accessing the workplace and that improved access for BME female members of the community is necessary. Once again consideration around this within the SES action is made.

Disabled staff figures require further clarification following the recent disabled staff monitoring exercise. 116 responses were received, but of the 127 employees previously recorded, 71 did not return a monitoring questionnaire and this matter needs further investigation to establish finalised figures. This

action should inform future provision. As mentioned earlier, GMPT will develop ways to engage with employees to participate in the monitoring exercise.

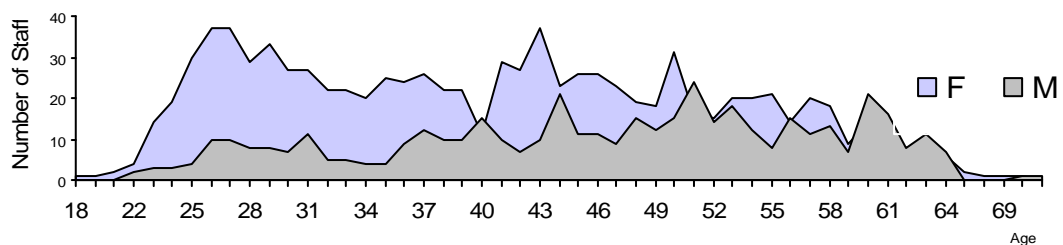
The monitoring exercise will enable the Trust to obtain and review detailed information in relation to the number and potential reasonable adjustments that disabled staff require to support them to undertake their roles effectively. The results of this exercise together with the main disabilities of the staff we employ will be reported when the Scheme is next reviewed.

Ethnicity Breakdown of Staff

The chart below provides a breakdown of the workforce ethnicity. The figures are monitored and reviewed on a quarterly basis and are published on GMPT's website. The main religious faith groups amongst staff of the workforce are currently not monitored by GMPT.

	White			Mixed				Asian or Asian British				Black or Black British			Chinese or Other		Other	Total
	British	Irish	Other	Caribbean	African	Asian	Other	Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other	Refused	
Female	812	13	20	6	2	5	3	4	20	2	2	33	2	2	1	3	27	957
Male	361	13	7	0	4	0	0	3	9	1	1	33	5	4	1	4	18	464
Total	1173	26	27	6	6	5	3	7	29	3	3	66	7	6	2	7	45	1421

Age profile of Staff by Gender



The above chart summarises the age data collated by GMPT up to 31 March 2009. The current age profile for all employees is an average of 43 years and for men the average age is 46 years and for female the average is 41 years. The above profile does not include transgender and transsexual data.

Gender Identity

In accordance with legislation, GMPT has put into place a revised application form for recruitment to ensure gender identity is recorded. GMPT uphold the Gender Recognition Act in relation to the processing and confidentiality of all information.

Sexual Orientation

GMPT do not currently hold workforce profile data on sexual orientation. GMPT will seek the views of the Lesbian, Gay, Bisexual and Transgendered Group as to the collation of such data to enable us to monitor our staff profile in these areas and develop a strategy to undertake any agreed actions.

Demographic Information

As an organisation, GMPT values the diversity of the community and where practical demographic information and census data will be used to inform the recruitment strategy. The mechanism will assist GMPT in understanding the under representation in relation to non BME, women and disabled, and those that are economically active within such groups. Consultation activities as outlined within the Scheme with the communities we serve will positively contribute to an enhanced level of engagement and understanding.

Harassment & Bullying

GMPT has policies in place and has implemented a system for recording all Employee Relations cases broken down into the following categories: Capability, Dignity at Work, Disciplinary and Grievance. We are able to report this information in terms of each type of case by job role, gender, age and ethnicity to ensure no category of staff is treated disproportionately. We can also identify the cost of these investigations to the Trust.

SECTION TWO: OUR LEGAL DUTIES

Legislation in England, Scotland and Wales now places a duty on public bodies to actively promote gender, race and disability equality, to set up schemes and publish progress. For a summary of equality legislation see Appendix 1.

2.1 The General Duties

The law places all public authorities under a legal obligation to meet the following general duties to promote equality

General Duty 1	To promote equality of opportunity between disabled and other people; between men and women; and to promote race equality.
General Duty 2	To promote good relations between people of different racial groups.
General Duty 3	To promote positive attitudes towards disabled people.
General Duty 4	To encourage participation by disabled people in public life.
General Duty 5	To take steps to meet disabled people's needs, even if this requires more favourable treatment.
General Duty 6	To eliminate unlawful discrimination and harassment against disabled people; gender or racial based discrimination.

2.2 The Specific Duties

The law requires public authorities to meet specific duties to produce equality schemes that demonstrate how they will meet their legal general duties to promote equality as follows:

Specific Duty 1	Assess and consult on the likely impact of policies and functions on the promotion of race equality; disability equality and gender equality.
Specific Duty 2	Gather information about our performance on disability equality; gathering and use information on how our policies and practices affect gender and race equality in the workforce and in the delivery of services.
Specific Duty 3	Show how we will use the information we have gathered and in particular review the effectiveness of our action plan and preparing subsequent schemes in relation to disability equality.
Specific Duty 4	Produce a statement of how disabled people have been involved in developing our Disability Equality Scheme; consulting stakeholders (employees, service users and others, including trade unions) and taking account of relevant information to determine our gender and race equality objectives.
Specific Duty 5	Produce and implement action plans linked to our equality schemes and review them annually.

Specific Duty 6	Produce and publish equality schemes so that there is public access to them and review the schemes every three years.
Specific Duty 7	Train staff in connection with our general and specific duties.
Specific Duty 8	Consider the need to address the causes of any gender pay gaps.

2.3 Our Achievements to Date

We have produced an initial Equality Action Plan 2009 – 2010 that is linked to the Area Business Plan. We recognise that the Equality and Human Rights Action Plan needs to be based on the findings from equality impact assessments of our policies and functions, Section 3 includes a detailed plan of how this will be achieved. Our initial Equality Action Plan is included as Appendix 6. This will be combined with the Equality and Human Rights Action Plan following completion of the equality impact assessments before we consult our stakeholders and communities about the Single Equality Scheme.

Progress with the Race Equality Duty

Under the terms of the Race Relations (Amendment) Act 2000, as a public Body We Have Duties To:

- Eliminate Unlawful Racial Discrimination.
- Promote Equality Of Opportunity.
- Promote Good Relations Between People Of Different Racial Groups.

We also have had a specific duty to show how we will achieve this in a Race Equality Scheme and Action Plan. We have produced two Race Equality Schemes, the first covering the years 2002 to 2005 and the second, 2005 to 2008. A review of the second scheme was produced in December 2008 and our obligations and commitments to fulfill our race equality public duties will be set out in this and subsequent single equality schemes. Our achievements to date include:

Service Delivery

We have delivered the think first programme for Black and Asian offenders. There was a 69% completion rate for Black and Asian offenders sentenced to accredited programmes in 2008/09.

We have a contract with the Black and Asian offenders service (BAOS). Independent research has been commissioned in respect of the take up of this service and what service delivery should look like. Research findings will influence future delivery.

We have a service level agreement with M-four Translations (2008) to provide translation/interpretation and signing services.

Organisational Development

The National Probation Service target for completing (REMs) Race and Ethnic Monitoring is 95%. Our race and ethnic monitoring rate is 96.5%

We monitor victims contacted and whether services are then taken up. This is broken down by race and ethnicity. During the most recent period for which we have figures (April - December 2008) more white victims (45%) are taking up services than black and minority ethnic victims (20%). Future assessments of victims is included in our action plan.

A Service User Survey was carried out in 2007. 10% of the completed questionnaires were received from black and minority ethnic offenders. Overall, over 80% of offenders who responded to the questionnaire said they were either 'satisfied' or 'very satisfied' with their experience of supervision

We have established a Service Users' Group in order to receive feedback and to consult in respect of area literature and aspects of practice and service delivery. This group includes black and minority ethnic offender representation.

People

All employees leaving the organisation are sent an exit questionnaire to complete. The reasons why black and minority ethnic members of staff leave us are given particular attention

A racist incidents reporting scheme is in place in all work places

Information from staff surveys regarding employment issues and staff satisfaction is analysed and taken forward

We are represented at black and minority ethnic job fairs in Manchester and we advertise as an employer of choice in a variety of recruitment media such as the "Eastern Eye"

The National Probation Service "Accelerate to" programme for black and minority ethnic and disabled staff aspiring to be senior leaders is promoted and all staff members are encouraged to apply

Race Hate Crime Training is provided as a core training event and will be available in 2009-2010

We have an active Black Workers Forum which meets bi-monthly. Staff are encouraged and supported to attend and the Forum Chair is given 4 days per month work time. We also promote and encourage attendance at national staff associations such as the National Association for Asian Probation Staff, (NAAPS), the Association for Black Probation Staff (ABPO) and the National Disabled Staff Support Network (NDSN).

Progress with the Disability Equality Duty

We support the government's vision:

By 2025, disabled people in Britain should have full opportunities and choices that can improve their quality of life and will be respected and included as equal members of society.

We accept the social model of disability and so will concentrate on removing barriers and obstacles rather than medical conditions and impairments. The Disability Rights Commission (now superseded by the Equality and Human Rights Commission) summarised the model as:

The poverty and disadvantage and social exclusion experienced by many disabled people are not an inevitable result of their impairments or medical conditions, but rather stem from attitudinal and environmental barriers.

In other words, the disabling effect comes from the world around disabled people rather than from their particular medical conditions or impairments: "it's not my wheelchair that's the problem - it's your steps".

We work within the provision of the Disability Discrimination Act 1995 (and its later revisions) and to the definition that a person is considered disabled when: "he or she has a physical or mental impairment which has a substantial and long-term adverse affect on his or her ability to carry out normal day-to-day activities".

Our first Disability Equality Scheme was produced in December 2006 for three years and our achievements to date include the following:

Service Delivery

The continued appointment of an Offender Mental Health Development Manager in the NHS for a further 12 months.

Commissioning

The award of a contract with Greater Manchester West Mental Health Trust for a Mental Health Criminal Justice Liaison Team. A member of our staff has been seconded to this team.

Finance

Disability Discrimination Act audits have been conducted and a Managed Solutions Plan has been drafted.

Organisational Development

Disability monitoring of offenders has begun but we need to improve on the unsatisfactory 40% return rate achieved so far. This is included in the action plan.

People

We identified Breakthrough UK as a local training partner created by disabled people for disabled people. Our disabled staff association was involved in commissioning the training to be provided by Breakthrough and in March 2009, disability equality training for managers and key staff was piloted. The full programme will be rolled out by March 2010 and the training will include an element on disability hate crime.

The National Probation Service "Accelerate to" programme for black and minority ethnic and disabled staff aspiring to be senior leaders is promoted and all staff members are encouraged to apply. To date: one disabled Manager has completed the programme, one black Assistant Chief Officer and one black Senior Probation Officer. There is currently one black Finance Manager on this programme.

We have commissioned mental health training to be rolled out in 2009-2010. This will be a joint initiative with NHS colleagues.

A Staff Survey was carried out in 2006 which included staff declaring their disability status. A further staff survey was carried out in January 2009 the results will be published in April 2009. 14% of our staff have self-identified as having a disability or impairment.

For the purposes of recruitment we advertise vacancies on two disabled workers' websites and have a guaranteed interview scheme. We have achieved the "2 ticks" standard award by Job Centre Plus. Our guaranteed interview scheme means that disabled applicants who meet the essential criteria for a post are guaranteed an interview.

We have a member of staff who is a specific point of contact and who is supported to attend the National Assistive Technology Group. Our IT Systems Manager works closely with our disabled staff association - the Disability Action Group.

We provide process maps for assistive technology users in Word format.

We have an arrangement with Access to Work to ensure the needs of disabled staff are met. Our micro sites are compliant with Government standards on disability. Any media is available, on request, in different formats.

We involved disabled people in the production of our Disability Equality Scheme in ways that were proportionate to the main tasks of our organisation:

- We commissioned a disabled consultant to work with the assistant chief officer responsible for the scheme.
- We used a focus group of disabled staff within the organisation.
- Early contact was made with the Manchester Disabled People's Access Group with a view to forming a longer-term involvement.
- Contact was made with Breakthrough UK who has subsequently designed and will deliver training for our organisation.

Progress with the Gender Equality Duty

The Equality Act 2006 placed us under a statutory public duty to eliminate unlawful discrimination and harassment against women and to promote equality of opportunity between men and women.

As part of the duty, we are required to pay due regard to a need to eliminate unlawful discrimination and harassment in work and in the vocational training for people who intend to undergo, or are undergoing or have undergone gender reassignment. The term 'trans-sexual people' is used in relation to people covered by the provision.

Our Gender Equality Scheme was established in 2007.

Our Gender Equality Scheme included firm commitments to promote equality for transgendered people noting the protection that is given by the Sex Discrimination Act 1975; the Gender Recognition Act 2004 which gives legal recognition to the acquired gender of transgendered people and also the European Goods and Services Directive (2007) which forbids gender reassignment discrimination and harassment in access to goods and services.

Our achievements with the Gender Equality Duty include the following:

Service Delivery

We have used the Pankhurst Centre in Manchester (Women Only) to deliver a women specific accredited programme. This centre provides additional support, such as child minding to support women who attend

The newly accredited "Women's Programme" has a support worker available to support each participant. Additional support is also given to transgendered individuals when attending a group

A Women's Safety Service is contracted to support protection of women survivors of domestic abuse when perpetrators are attending the accredited Domestic Violence Programme. 112 Domestic Violence perpetrators had completed the programme by January 2009; by April this is expected to be 160.

Our women offenders' approved premises, Hopwood House, offers enhanced services with the local GP, nurses, midwives, alcohol and drug services, and specialist employment service.

The Together Women Project is designed to address women's offending and those at risk of offending and offers support to a range of services to meet social needs. It has been used as an alternative to custody by sentencers and as a resettlement provision to support parole.

People

There is a new flexible working policy which supports an organisational culture for part-time workers and this is promoted in all job applications.

To continue to increase the number of male applicants for trainee probation officer positions as men are disproportionately under represented.

Progress with Equality Strands Not Yet Covered By Public Duties

We are committed to being fully compliant with existing legislation which covers, race; gender, disability; age; religion and belief and sexual orientation. As mentioned, so far we have had equality schemes to cover the first three in accordance with our legal requirements. We also actively have promoted equality in relation to age; religion and belief and sexual orientation and taken steps to eliminate discrimination. Our achievements to date include the following:

Sexual Orientation

The Manchester Lesbian, Gay, Bisexual & Transgender (LGBT) Staff Association was set up on 05/02/08. The Chair of the Association is given 50% workload relief and is an Area Diversity Board member. Staff are given leave to attend bi-monthly meetings.

The Co-Chair of Lesbians and Gays in Probation is an Area Diversity Board Member.

We have participated in the Manchester Pride for the last 10 years by having a float in the parade.

We promote and participate in Manchester City Council's LGB&T annual Job Fair.

We deliver the "OUT North West" magazine which is a magazine aimed at LGB&T individuals to all districts/divisions.

In all job application material we actively promote our LGB&T staff association

We have an arrangement with the Lesbian, Gay Foundation, (LGF) in Manchester and promote them across all districts for the benefit of lesbian and gay staff members and offenders.

Our Equality Impact Assessments Practice Guidance and template includes Sexual Orientation.

Religion, Faith and Belief

We have a partnership contract with the “Black and Asian Offenders Service”, (BAOS). They provide clear guidance to staff working with black and minority ethnic offenders to ensure accurate assessment and practice with regard to culture and faith issues.

A research project into the experience of Muslim Offenders has just been completed and is due to report in April 2009.

“Circles of Support and accountability’ is an example of our work with Faith organisations, in this case with the Manchester Community Chaplaincy to enhance our public protection work with offenders who sexually offend.

Age

The white male 18-25 year old service user group have been shown to achieve the poorest outcomes in terms of completion of orders and licences, and being sentenced to under 12 months in custody. A successful outcome strategy is in place to increase engagement with under 25s. The introduction of a pilot for an intensive community alternative to custody has been targeted at 18 to 25 year old men. It is due to start in April 2009.

We are examining the exclusion experienced by young adults who have been in the care system. Many offenders have been looked after children. Our research department has started a project to identify ways of meeting the needs of young adults who have left care. It will report by September 2009.

All employment policies have been assessed for their potential impact on age. Any reference to age in the application form has been removed.

The Employment Equality, (age) Regulations Guidance for managers has been issued. There are also procedures set out in the Retirement Policy.

SECTION THREE: THE SINGLE EQUALITY SCHEME

3.1 What Is The Single Equality Scheme?

A Single Equality Bill is going through Parliament which aims to consolidate the numerous laws on equality, currently standing at nine existing major pieces of legislation and almost 100 other statutory instruments, and establish a single Equality Act.

This Single Equality Scheme rationalises our approach to promoting equality and aims to avoid overlap between the separate existing Race, Disability and Gender schemes and includes Religion and Faith, Sexual Orientation and Age.

Basing the Scheme on Equality Impact Assessments

We incorporate all the equality strands in this scheme and an immediate action for the organisation is for managers to undertake comprehensive equality impact assessments of all our functions and policies to identify, from an internal perspective, the issues that we need to address. See Appendices 2 to 5 for the detailed plan and process to be used.

On completion of the Equality Impact Assessments the Single Equality Scheme will be revised and consulted on with people invited from all the equality categories. See Appendix 6 for a list of groups to be invited and the proposed consultation process to be used.

Robust controls have been put in place as follows:

- There will be performance reporting to the Area Diversity Board on the publication of equality impact assessments.
- Failure to carry out any equality impact assessments will be taken to the Chief Executive Officer and/or the Chair of the Trust.

This approach has been endorsed by the North West Regional Offender Manager, the Probation Board and has been agreed in consultation with the staff associations of GMPT and the Trust Diversity Committee.

3.2 What We Want To Achieve Through the Scheme

1. To provide an effective service that takes action against discrimination and disadvantage and promotes equality, responsibility and involvement.
2. To recruit a representative workforce that is skilled in working with diversity
3. To be an outward-facing organisation that is closely connected to and involves the local community in ways that are mutually beneficial.

We will achieve these aims through the following:

Corporate Governance and Leadership

- We will have strong leadership that is accountable directly to the Board and Chief Executive Officer.
- We will have openly stated human rights and equality intentions framed as specific objectives and targets that are measured, managed and reviewed.
- The Equality Scheme will include rolling out areas of good practice systematically across the organisation.
- Wherever possible, appropriate and legal we will encourage the development of positive action programmes.
- The Area Diversity Board will be reconstituted with a membership to ensure effective representation and will include a new scrutiny and performance management function. Representative groups and associations will link to the governance of the organisation through the Area Diversity Board.
- Senior managers will be responsible for impact assessing the policies and functions of the organisation and the organisation will consult widely on the consequential action plans.

Improve Access to Services

We will ensure that services:

- Are delivered to all sections of the community effectively and responsively.
- Are impact assessed for equality and human rights and any changes or new developments to services are impact assessed as part of an approval process.
- Are staffed by people who have the knowledge and skills to positively promote equality and human rights and reduce any possibility that they or others might unwittingly contribute to discrimination. We will not tolerate deliberate discrimination.
- Are commissioned to increase effectiveness and access in relation to people with diverse needs.

Involvement and Engagement

- Through the Area Diversity Board we will meet our public duty to involve and actively engage people from all the equality categories, especially with disabled people. This will be properly planned, costed and conducted to achieve mutual benefit for all parties involved in a transparent process.
- We will be outward-looking to the communities we serve.
- We will have a self-critical, responsive approach that features listening, learning and acting openly.

Partnership

- Our public sector partners have the same legal duties and we will work with them and other agencies and community organisations to eliminate discrimination and promote equality. Where possible in shared areas of work we will together to achieve progress more effectively.
- We will work more closely with third sector and community groups to improve our ability to provide responsive services.

Training

- We will train our staff about their duties under the scheme and provide diversity training so they are fully aware and have the skills to engage with the equality and human rights agenda.
- We will provide update training to our senior managers on equality impact assessment.
- We will use feedback from our service users and involved groups to help shape and inform training.

Dedicated Resources

There will be dedicated resources for supporting equality as follows:
Internal resources:

0.25 Assistant Chief Officer – Single Equality Lead	£15,590
0.20 Human Resources Management Time	£23,977
Diversity Manager	£47,860
Facility Time for Staff Associations	£13,679
Diversity & Equality Training in 2008 -2009	£42,000
Area Diversity governance and structure	£14,617
Recruitment, retention and progression	

Service delivery Contracted specialist services:

The Black and Asian Offenders Service	£87,709
Inner Enigma Transgender support	£16,822
Women's Safety Service	£207,668

Total £554,863

Information and Monitoring

We are committed to monitoring the different groups of people who use our service and who work for the organisation in order to inform our understanding of diversity and the impact of our services. We will develop a single monitoring process to capture the data we need across all strands of diversity.

Publishing the Results of Equality Impact Assessments, Involvement, and Monitoring

The primary purpose of this Scheme is to bring about positive change. We will publish details of the steps we have taken and the difference they have made in relation to our public duties on our website: www.gm-probation.org.uk

3.3 Performance Management Of The Scheme

The responsibility for the delivery of the scheme will be through the mainstream line management structure. We will review the reporting mechanism so that compliance and progress can be readily monitored, and where meaningful, we will set targets and indicators. Delivery of the scheme will be integrated into the management of the Trust Business Plan.

Additional accountability will be to an Area Diversity (Performance) Board whose task it will be to monitor compliance with the specific public duties and progress in relation to the general public duties, as set out in action plans.

The difference we make will be recorded each time we review the scheme and update the action plan. The scheme will be reviewed annually and published on the website.

A SUMMARY OF EQUALITY LEGISLATION

This section sets out the legal obligations placed upon Public Authorities.

RACE DUTY TO PROMOTE

The Race Relations Act 1976 as amended (Race Relations (Amendment) Act 2000 (RRA)) imposes a general statutory duty, known as the race equality duty, on the public authorities specified or described in schedule 1A to the RRA.

General Duty

Since April 2001, when carrying out their functions, public authorities have been required to have due regard to the need to:

- Eliminate unlawful racial discrimination.
- Promote equality of opportunity and good relations between people of different racial groups.

Specific Duties

Specific duties are imposed on listed public authorities to ensure better performance by them of the general duty. The specific duties cover obligations in respect of policy and service delivery and employment. Since December 2001 public authorities have been obliged to prepare and publish a Race Equality Scheme (RES) and conduct ethnic monitoring of our workforce. The Probation Trust approved and published a Race Equality Scheme in June 2005; this Single Equality Scheme replaces that scheme.

DISABILITY DUTY TO PROMOTE

The Disability Discrimination Act 1995 has been amended by the Disability Discrimination Act 2005 and imposes a positive duty to promote disability equality on public authorities which are similar to those imposed by the RR (A) A. These new duties came into effect on 5 December 2006.

General Duty

A public authority, when carrying out its functions, will have to have due regard to the need to:

- Eliminate unlawful discrimination against disabled people.
- Eliminate disability-related harassment of disabled people.
- Improve equality of opportunity for disabled people.
- Promote positive attitudes towards disabled people.
- Encourage participation by disabled people in public life.

- Take steps to take account of disabled people's disabilities, even where that involves treating disabled people more favourably than others.

Specific Duties

Regulations impose specific duties on listed public authorities, to ensure the better performance by them of the general duty. Such duties will involve public authorities having to publish, review and implement a disability equality scheme, and to report on its implementation.

GENDER DUTY TO PROMOTE

The Equality Act 2006 amends the Sex Discrimination Act 1975 to place a statutory duty on all public authorities to promote gender equality when carrying out their functions. The gender equality duty came into effect on 6th April 2007.

General Duty

A public authority, when carrying out their functions, will have due regard to the need to:

- Eliminate unlawful discrimination and harassment.
- Promote equality of opportunity between men and women.

Specific Duties

The general duty is complemented by specific duties, which will be set out in secondary legislation, to assist public authorities in complying with the general duty.

AGE

The Employment Equality (Age) Regulations 2006 came into effect on 1 October 2006 and applies to all staff employed by the Trust and all recruitment policies and procedures. This legislation makes it unlawful to discriminate on grounds of age in the area of employment.

RELIGION OR BELIEF

The Employment Equality (Religion or Belief) Regulations 2003 came into force on 2nd December 2003 and outlaws discrimination on the grounds of religion or religious or similar philosophical belief in employment and vocational training. The Equality Act 2006 prohibits discrimination on the grounds of religion or belief in the provision of goods, facilities and services, in education and in the exercise of public functions. These provisions came into force on 30th April 2007. (The Equality Act 2006, Commencement No 2, Order 2007).

SEXUAL ORIENTATION

The Employment Equality (Sexual Orientation) Regulations 2003 came into force on 1 December 2003 and outlaws discrimination on the grounds of sexual orientation in employment and vocational training.

The Equality Act 2006 included a power that allows the Government to prohibit discrimination on the grounds of sexual orientation in the provision of goods, facilities and services, in education and in the exercise of public functions. These came into force on 30th April 2007 (The Equality Act Sexual Orientation Regulations 2007).

SINGLE EQUALITY ACT

Since the first anti-discrimination legislation was passed the number of legal provisions to deal with discrimination has grown very rapidly: there are now more than 35 Acts, 52 Statutory Instruments, 13 Codes of Practice, 3 Codes of Guidance and 16 EC Directives and Recommendations. This makes it difficult for anyone to understand their rights and responsibilities, and there are numerous inconsistencies, with some people having more rights than others. The Government has introduced the Equality Bill 2009 which represents a single charter for equality, which will be better understood by citizens than previous fragmented law and around which a new culture of equality can cohere with the Equality and Human Rights Commission as its watchdog.

HUMAN RIGHTS

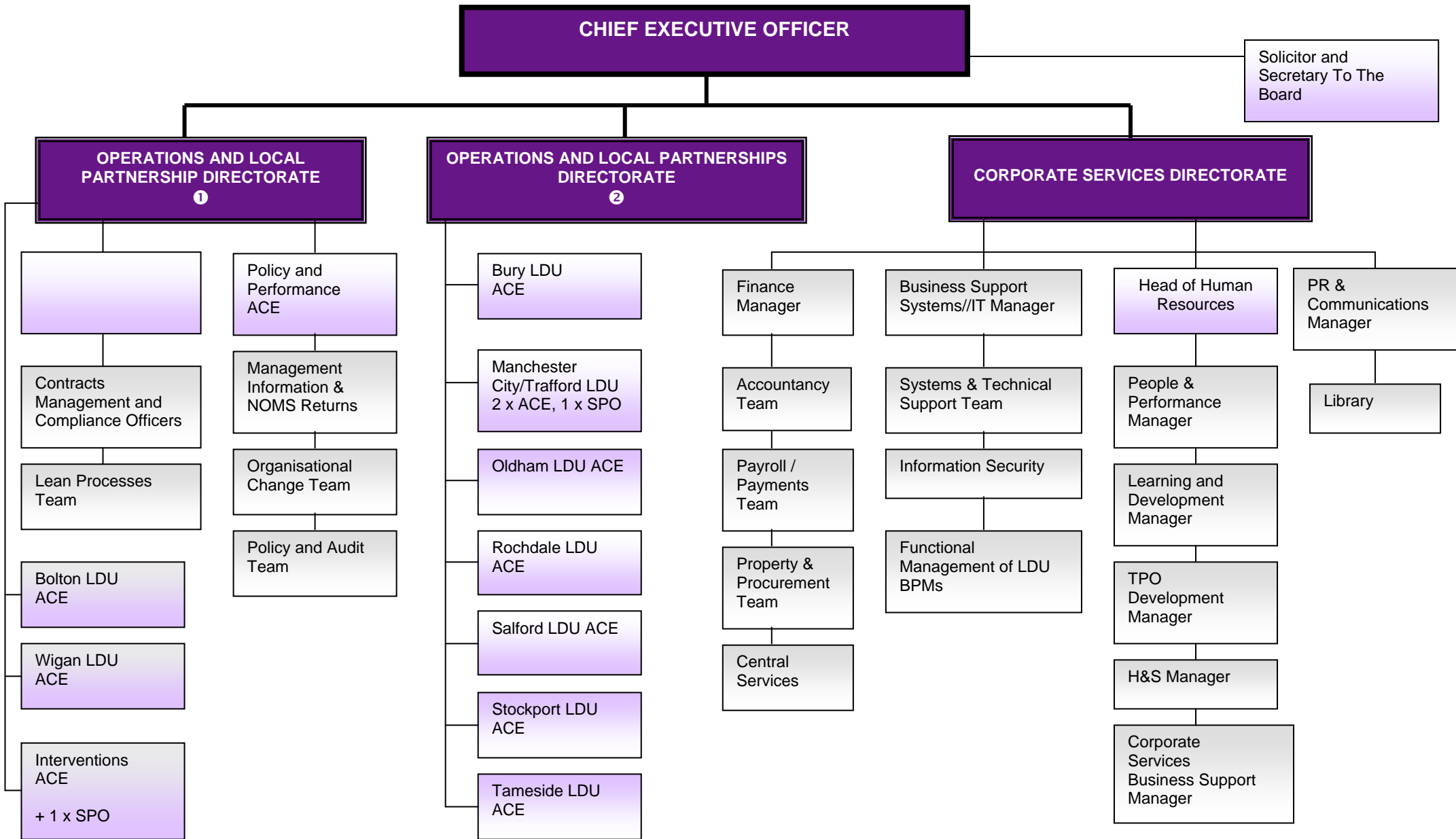
The Human Rights Act 1998 came into force in October 2000 and enabled people to enforce the European Convention on Human Rights in the UK courts. Article 14 of the Human Rights Act 1998 refers to the prohibition of discrimination, and states that the enjoyment of the rights and freedoms set out in the European Convention on Human Rights shall be secured without discrimination on the grounds of sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

A summary of the Human Rights Act Convention Rights are below:

Article 1	THE CONVENTION
Article 2	RIGHT TO LIFE
Article 3	PROHIBITION OF TORTURE
Article 4	PROHIBITION OF SLAVERY AND FORCED LABOUR Exclusions from meaning of "forced labour" defined (military service, penal sentence etc).
Article 5	RIGHT TO LIBERTY AND SECURITY No deprivation of liberty except in the cases specified in accordance with law. e.g. of those of unsound mind. Right to damages for unlawful arrest/detention
Article 6	RIGHT TO A FAIR TRIAL

	Provides for a fair, timely, and public hearing except in the interests of morals, public order, national security, juveniles or the protection of the private life of the parties.
Article 7	NO PUNISHMENT WITHOUT LAW
Article 8	RIGHT TO RESPECT FOR PRIVATE AND FAMILY LIFE No interference except in accordance with the law or in the interests of national security, public safety, the economic well being of the country, the prevention of disorder or crime, the protection of health or morals, or for the protection of the rights and freedoms of others.
Article 9	FREEDOM OF THOUGHT, CONSCIENCE AND RELIGION Includes freedom to change religion or beliefs and to manifest these in worship, teaching, practice and observance.
Article 10	FREEDOM OF EXPRESSION Includes freedom to hold opinions and to receive and pass on information and ideas. Exclusions include the rights of others and disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.
Article 11	FREEDOM OF ASSEMBLY AND ASSOCIATION Includes the right to form and join trade unions, or refuse membership of a union.
Article 12	RIGHT TO MARRY
Article 14	PROHIBITION OF DISCRIMINATION The enjoyment of Convention rights and freedoms irrespective of sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.
Article 16	RESTRICTIONS ON POLITICAL ACTIVITY OF ALIENS Nothing in Articles 10, 11 and 14 shall be regarded as preventing the High Contracting Parties from imposing restrictions on the political activity of aliens.
Article 17	PROHIBITION OF ABUSE OF RIGHTS The Convention does not authorise any activity aimed at the destruction of any of the rights and freedoms it contains.
Article 18	LIMITATION ON USE OF RESTRICTIONS ON RIGHTS Restrictions permitted under the Convention on rights and freedoms shall not be applied for any purpose other than those for which they have been prescribed.

**ORGANISATION CHART AND DETAILED PLAN TO COMPLETE
EQUALITY IMPACT ASSESSMENTS OF FUNCTIONS**



EQUALITY IMPACT ASSESSMENTS TO BE COMPLETED

The following functions will be Equality Impact Assessed immediately prior to the implementation of the current management restructure. Post restructuring the Equality Impact Assessments will be further assessed to pick up local differences by district managers once they are confirmed in post.

In terms of the time scale these have all been designated as an “immediate” task in order to provide a clear starting point for the implementation of our scheme.

FUNCTION	EIAS TO BE COMPLETED	LEAD	TIMESCALE
Policy and Planning	OASys	PAJ	Immediate
	Targeting	PAJ	Immediate
	Workload Management	NG	Immediate
	Lean Processes	CB	Immediate
	Tiering	NG	Immediate
Public Protection	Violence and Domestic Extremism	MS	Immediate
	Serious Further Offences	MS	Immediate
	Protected Persons/Witnesses	MS	Immediate
	MAPPA/VISOR	MS	Immediate
	Sex Offenders	MS	Immediate
	Domestic Abuse	MS	Immediate
	Circles of Support and Accountability	MS	Immediate
Offender Management	The Offender Management Model	RB	Immediate
	Prisons and Resettlement	RB	Immediate
	Courts and Reports	RB	Immediate
	Compliance and Enforcement	PAJ	Immediate
	Case Transfer	RB	Immediate
	Victim Liaison	RB	Immediate
	Use of Volunteers	BB	Immediate
Safeguarding Children and Vulnerable Adults		RB	Immediate

FUNCTION	EIAS TO BE COMPLETED	LEAD	TIMESCALE
Guns and Gangs		RB	Immediate
Integrated Offender Management		JB	Immediate
Intensive Alternatives to Custody		NG	Immediate
Local Area Agreements/Partnership	Mentally Disordered Offenders	BB	Immediate
	Pathways	BB	Immediate
	Prolific and Priority Offenders	BB	Immediate
	Drug Rehabilitation Requirements	BB	Immediate
	Alcohol Treatment Requirements	BB	Immediate
	Education/Training/Employment	BB	Immediate
Young Offender Service		MM	Immediate
G4S Attendance Centre		PAJ	Immediate
Interventions	Community Payback	DB	Immediate
	Programmes	CR	Immediate
	Approved Premises	AC	Immediate
Corporate Service Directorate	Finance	JG	Immediate
	Business Support Systems and IT	OB	Immediate
	Human resources	LT	Immediate
	PR and Communications	MK	Immediate

ASSESSMENT OF ALL POLICIES AND FUNCTIONS OVER THE NEXT THREE YEARS FOR RELEVANT EQUALITY DUTIES

The Trust is developing a policy development, review and ratification process that will be introduced within the next few weeks which will include essential criteria for managers to assess each policy for impact on people from each of the equality strands before policies are ratified. This will ensure that all new policies will be equality impact assessed before they are approved for practice.

GMPT is an organisation that provides a service directly to people and our main resource is our staff we therefore believe all our Functions and Policies are relevant to the Race General Duties within the Scheme. Whereby there is; a need to identify possible discrimination with a view to this being eliminated and to promote good relations between people of different racial groups have been taken into account with our Functions and Policies.

The following sets out the arrangements that are in place to Equality Impact assess existing policies. All existing policies and functions have been prioritised as:

HIGH = the policy/function has the potential to have a significant impact on a large number of offenders and staff and would cause adverse public concern.

MEDIUM = the policy/function has the potential to have a significant impact on a large number of offenders but would not cause adverse public concern.

LOW = the policy/function has low impact on a number of offenders and staff and would not cause adverse public concern.

The following list shows how all GMPTs functions and policies have been prioritised in relation to the Race General Duties as the law requires. However, GMPT attach a great importance to the whole diversity agenda and therefore, (as per 'Equality Impact Assessments Practice Notice', Page 39), the Trust assesses all functions and policies against other diversity groups.

FUNCTION	HIGH/MED/LOW	LEAD
POLICY AND PLANNING		
OASys	High	PAJ
Targeting	High	PAJ
Workload Management	Medium	NG
Lean Processes	Low	CB
Tiering	High	NG
PUBLIC PROTECTION		
Violence & Domestic Extremism	High	MS
Serious Further Offences	High	MS
Protected Persons/Witnesses	Medium	MS
MAPPA/VisOR	High	MS
Sex Offenders	High	MS
Domestic Abuse	High	MS
Circles of Support and Accountability	Medium	MS
OFFENDER MANAGEMENT		
The Offender Management Model	Medium	RB
Prisons & Resettlement	High	RB
Courts & Reports	High	RB
Compliance & Enforcement	High	PAJ
Case Transfer	Medium	RB
Victim Liaison	High	RB
Use of Volunteers	Medium	BB
SAFE GUARDING CHILDREN & VULNERABLE ADULTS		
Guns & Gangs	High	RB
INTEGRATED OFFENDER MANAGEMENT		
	High	JB
INTENSIVE ALTERNATIVES TO CUSTODY		
	High	NG
LOCAL ARRANGEMENTS/PARTNERSHIP		
Mentally Disordered Offenders	High	RB
Pathways	Medium	BB
Prolific & Priority Offenders	High	BB
Drug Rehabilitation Requirements	Medium	BB
Alcohol Treatment Requirements	Medium	BB
Education/Training/Employment	High	BB
YOUNG OFFENDER SERVICE		
	High	MM
G4S ATTENDANCE CENTRE		
	Medium	PAJ
INTERVENTIONS		
Community Payback Programmes	High	DB
Approved Premises	High	CR
CORPORATE SERVICE DIRECTORATE		
Finance	Low	JG
Business Support Systems & IT	Low	OB
Human Resources	High	LT
PR & Communications	High	MK

POLICY	HIGH/MED/LOW	LEAD
Enforcement Directions for Magistrates Court	High	PAJ
Compliance Strategy	High	PAJ
Safeguarding Children Policy and Practice Directions	High	RB
Racially Motivated Offenders	High	RB
Public Protection Policy and Procedure	High	MS
Sex Offender Policy and Practice Directions	High	MS
Domestic Abuse Policy – September 08	High	MS
PSR Directions	High	PAJ
Health and Safety Policy	High	LT
Targeting Policy	High	PAJ
Offender Management Policy	High	RB
CCTV Policy	Medium	OB
HUMAN RESOURCE MANAGEMENT		
Attendance Management	High	SP
Annual Leave	Low	SP
Appraisal	High	HS
Career Break Scheme	Low	SP
Childcare Vouchers	Low	SP
Code of Conduct	Medium	SP
Counselling Services	Low	EL
CRB Checks	Medium	LT
Employee Domestic Abuse Policy	Medium	LT
Employee Mobility Guidance	Medium	LT
Induction Manual and Staff Handbook	High	HS
Job Evaluation – Appeals Process	Medium	SP
Transfer Requests	Medium	SP
Adoption Leave and Pay – from 1 April 2007	Medium	LT
Attendance Management Policy	High	SP
Capability Policy	High	LT
Dignity at Work	High	SP
Disciplinary Policy	High	SP
Flexible Working Policy	High	LT
Grievance Resolution Policy	High	LT
Maternity Provisions	High	SP
People Strategy	High	LT
Poor Performance (Capability) Procedure for Trainee Probation Officers	High	SP
Probationary Period	Low	SP
Recruitment and Selection	High	SP
Redundancy Policy	High	LT
Retirement Policy	High	LT
Secondment Policy	Medium	SP
Substance Misuse Policy	Low	SP
Valuing Diversity	Medium	SP
Whistleblowing Policy	Low	LT
Work Experience Policy	Low	SP

EQUALITY IMPACT ASSESSMENT PROCESS

PRACTICE NOTICE

EQUALITY IMPACT ASSESSMENTS

This Practice Notice describes the model process which is to be followed by GMPT undertaking Impact Assessments on Policies, Procedures, functions and Practice, (for ease and brevity the term policy is used throughout, however this should be read as Policies, Procedures, functions and practice).

It is a Legal Duty under the Race Relations (Amendment) Act 2000, Disability Discrimination (Amendment Act) 2005, Equality Act 2006 and more recently the Gender Equality Act that “all” Public Authorities have a positive duty to promote Equality in relation to Race, Disability and Gender, (which includes Gender Identity). Part of this also requires all Public Authorities to consider the actual and potential negative impact of their policies and working practices on these particular Diversity strands. However, our view is that we have a moral duty and that it is good practice to complete Impact Assessments for all “Equality Groups”, i.e. to also include, Age, Sexual Orientation, Religion and Belief when completing an Impact Assessment.

The purpose of an Equality Impact Assessment is to improve the work of the Probation Service, by promoting equality and ensuring that policies do not discriminate either directly or indirectly against staff, offenders and other service users and providers. Equality Impact Assessments are intended to, as far as possible, eliminate any negative consequences a policy may have on any Equality Group. They should remove or minimise any negative impact and ensure that opportunities for promoting equality are maximised.

Key Objectives are:

- All staff should have a full understanding of the Impact Assessment process.
- All Senior Managers must ensure that Impact Assessments are carried out on all existing and new policies for their areas of responsibilities.
- Impact Assessments should be inclusive and include the strands of equality, as described above.
- An Initial Screening must be carried out on all existing or new policies to ascertain whether there is a low, medium or high negative impact on that policy.
- Where there is a high negative impact then a Full Impact Assessment is required.
- Where there is a medium negative impact identified if you are then able to take account of this in your policy and amend it as a result then a

Full Impact Assessment is **not** required. If however you are not able to do this then a Full Impact Assessment **is** required.

- Appropriate staff and relevant groups, (which may involve external bodies/Unions), should be consulted if a full impact assessment is identified.
- Data analysis, monitoring and reviewing processes should be included in the recommendations for removing any negative impact on the identified Equality Group, where appropriate.
- GMPT have a statutory duty to publish the results of the Impact Assessments. The attached forms are to be sent to the Diversity Manager who will monitor completion and publicise them on our website. It is important that your new or reviewed Policy should go behind your document on the relevant database, (i.e., policy database, practice database, etc).
- A sub-group of our Area Diversity Board will be quality assuring a sample of Impact Assessments and may therefore ask for more clarification or further work to be undertaken.
- Detailed Guidance notes and further information is given at various stages in the attached documents.
- Any queries please contact the Diversity Manager, Maria Jiacomini. Tel 0161-8724802 Ext 2464 (5th Floor, Oakland House, 1 Talbot Road, Manchester, M16 OPQ).

GUIDANCE NOTES FOR COMPLETING EQUALITY IMPACT ASSESSMENTS

What is an Equality Impact Assessment?

The purpose of an Equality Impact Assessment is to improve the work of the Probation Service, by promoting equality and ensuring that policies and functions do not discriminate either directly or indirectly against staff and offenders.

This is a legal duty under the Race Relations (Amendment) Act 2000, Disability Discrimination (Amendment Act) 2005 and Equality Act 2006. All public Authorities have a positive duty to promote equality in relation to race, disability and gender. Part of this requires all public authorities to consider and address the actual and potential negative impact of their policies and working practices on different groups of people, because of their ethnic origin, nationality, colour, race, national origins, disability, and gender identity.

Why is this Important?

The completion of Equality Impact Assessments is a legal requirement regarding Race, Disability and Gender, (which includes Gender Identity). Whilst it is not a legal requirement to undertake impact assessments for Age, Religion or belief and Sexual Orientation, it could be argued that we have a moral duty and that there are good business reasons to complete impact assessments for all Equality Groups. As such GMPTs Equality Impact Assessments will include the following:

1. Race
2. Disability
3. Age
4. Religion and Belief
5. Gender (including Gender Identity)
6. Sexual Orientation

Policies are written from a particular viewpoint. For example, a specific policy about staff employment or about service delivery about the times when work will be carried out will relate to everyone: both men and women, but may impact negatively on those, for example, who have disabilities or who are carers. Delivering a fair service that enables equal access will therefore exclude certain groups of people. As an organisation we want to ensure that we support our service users and can attract and maintain a diverse group of staff by removing any unnecessary barriers.

What is an Equality Impact Assessment?

This is a detailed and systematic analysis of potential or actual effects of the Probation services functions, strategies, policies and practices. It is about trying to make policies fairer for “everyone”. Finding out that policies and practices impact differently on different groups enables us to consider what we need to do to address it to ensure as far as possible, any negative consequences are eliminated or minimised and opportunities for promoting equality are maximised.

The Equality Impact Assessment Process

All our policies, procedures, practices will be prioritised in order of importance according to the possible negative impact of these on staff, offenders, partnerships, and other stakeholders, and members of the public.

Once the above has been undertaken Senior Managers will be responsible for ascertaining whether a new or existing policy will need to start the Impact Assessment process at the Initial Screening stage. Some policies may not require an Impact Assessment at all as it does not directly disadvantage people. For example, a recycling policy or particular financial policy will not have an affect on any particular group and would therefore not require an Impact Assessment.

A form will then need to be completed to outline the reasons why the policy does not require an Impact Assessment. See Appendix (A). This should be returned to the Diversity Manager based at Headquarters.

The Equality Impact Process is made up of 2 stages:

Stage 1 – Initial Screening

Involves an **Initial Screening** of the strategy, service policy or practices to determine whether it could have implications for equality.

At this stage you will need to ask yourselves: - “Who is the policy aimed at? Which specific groups are likely to be affected by its implementation? This could be staff, offenders, other service users, victims, partnerships, and contractors. Remember to consider **all six “Equality Groups” namely; Age, Disability, Race, Gender, (which includes transgendered people), Religion and Belief and Sexual Orientation.**

For each Equality Group, think about the possible positive or negative impact, benefits or disadvantages, of the function, policy or practice you are reviewing or intending to implement. If there is a negative impact, you will then need to consider whether this is; **high, medium or low level.** Give reasons for your assessment. This could be existing knowledge, data, Local, regional and National Research, through talking to the groups concerned, etc.

If you have scored high against level of negative impact then a Full Impact Assessment is required. Where there is a medium negative impact identified if you are then able to take account of this in your policy and amend it as a result then a Full Impact Assessment is **not** required. If however you are not able to do this then a Full Impact Assessment **is** required.

If the adverse impact has been identified as low then the assessment is now complete. (See Appendix B for the Initial Screening document).

Please ensure that this Initial Screening Impact Assessment document is placed behind your document on the relevant database and send to the Diversity Manager.

Stage 2 – Full Impact Assessment

If a Full Impact Assessment is required the Impact Assessment should not be completed in isolation by the relevant Senior Manager. Consideration should be given as to whom the policy is relevant to and therefore appropriate persons involved in carrying out the full Impact Assessment. The group should include people who can inform discussion and contribute to removing the negative impact.

For instance, a Policy concerning Domestic Violence which has “scored” a high negative impact regarding Race, may involve members of the Black Workers Forum, (BWF), attending meeting or being consulted for their views when completing the full Impact Assessment. Other people to consider in this example could be; IDAP Programme Manager and other managers/practitioners knowledgeable in this area of work.

Where the individuals concerned are unable to attend a meeting, a copy of the Policy and the form to complete regarding the Impact Assessment could be sent to those concerned, completed and returned. These views would then be incorporated into the Impact Assessment, by the lead manager. Similarly, with any other “Equality Groups” the same applies. Other organisations to liaise with could be; LAGIP, NAAPS, ABPO, Unions or outside agencies in some instances such as the Lesbian and Gay Foundation, (LGF). Any guidance in relation to this, please liaise with the Diversity Manager.

Providing Data, (which may be Local, Regional or National), and having monitoring, reviewing processes in place would be included in the recommendations for removing the negative impact on the identified Equality Group.

Publishing Impact Assessments

Once you have completed your Impact Assessment, (for initial screening and/or Full Impact Assessments) on a Policy, Practice Notice, Staff Notices, Service Procedure then the impact assessment should go behind your document on the relevant database.

GMPT also has a statutory duty to publish the results of Impact Assessments. It is therefore important that you're Impact Assessment with your new or reviewed Policy, Practice Notice, Procedure or Function is e-mailed to the Diversity Manager, so we can monitor completion of Impact Assessments and publicise them on our website.

Regarding Quality Assurance, please note that a sub group of the Area Diversity Board will be quality assuring a **sample** of Impact Assessments, and therefore may ask for further information/clarification or for further work to be undertaken.

Any queries regarding this guidance please contact Maria Jiacoumi, Diversity Manager based at Oakland House.

IMPACT ASSESSMENT NOT REQUIRED

POLICY TITLE:	
NEW OR EXISTING:	
SENIOR MANAGER RESPONSIBLE:	

OUTLINE OF POLICY:

REASON/S FOR NOT INITIATING IMPACT ASSESSMENT i.e. INITIAL SCREENING PROCESS:

DATE:	
-------	--

Please return to: Maria Jiacoumi
5th Floor, Oakland House
Talbot Road,
Manchester M16 0PQ

Tel: 0161 872 4802 Ext. 2464

IMPACT ASSESSMENT – INITIAL SCREENING

By the end of this section you should have been able to identify any possible adverse impact on a particular Equality Group i.e. Race, Gender, Disability etc.

If the negative impact is **medium or high a full Impact Assessment will be required.**

1. Title of function, policy, procedure or practice

Is this a new or an existing one? Please state.

2. Aims, purpose and outcomes of function, policy, procedure or practice

What is the function of the policy, procedure, practice addressing? Is it operational, HR or financial?

3. Equality Groups

Who is the Policy aimed at? Which specific groups are likely to be affected by its Implementation? (This could be staff, victims, service users, partnership agencies)

For each Equality Group, think about the possible positive or negative impact. Is this at a high, medium or low level. Give reasons for your assessment. This could be existing knowledge or monitoring information, local, regional or National data, through discussions with the groups concerned etc. If there is a possible negative affect, a full Impact Assessment is needed. The table below will assist you to ascertain this.

EQUALITY GROUP (For further prompts please refer to attached sheet)	POSITIVE IMPACT – COULD BENEFIT – PLEASE OUTLINE	NEGATIVE IMPACT – COULD DISADVANTAGE) – PLEASE OUTLINE (State whether high, medium or low)
RACE Will this policy affect different racial groups differently?		
GENDER How will this affect women, men?		
GENDER IDENTITY Will this affect any person who is transgendered/under going transgender re-assignment		
DISABILITY		
AGE		
SEXUAL ORIENTATION		
RELIGION, FAITH AND BELIEF		

FULL IMPACT ASSESSMENT REQUIRED

YES NO

INITIAL SCREENING COMPLETED BY: (Name/position)	
----------------------------------------------------	--

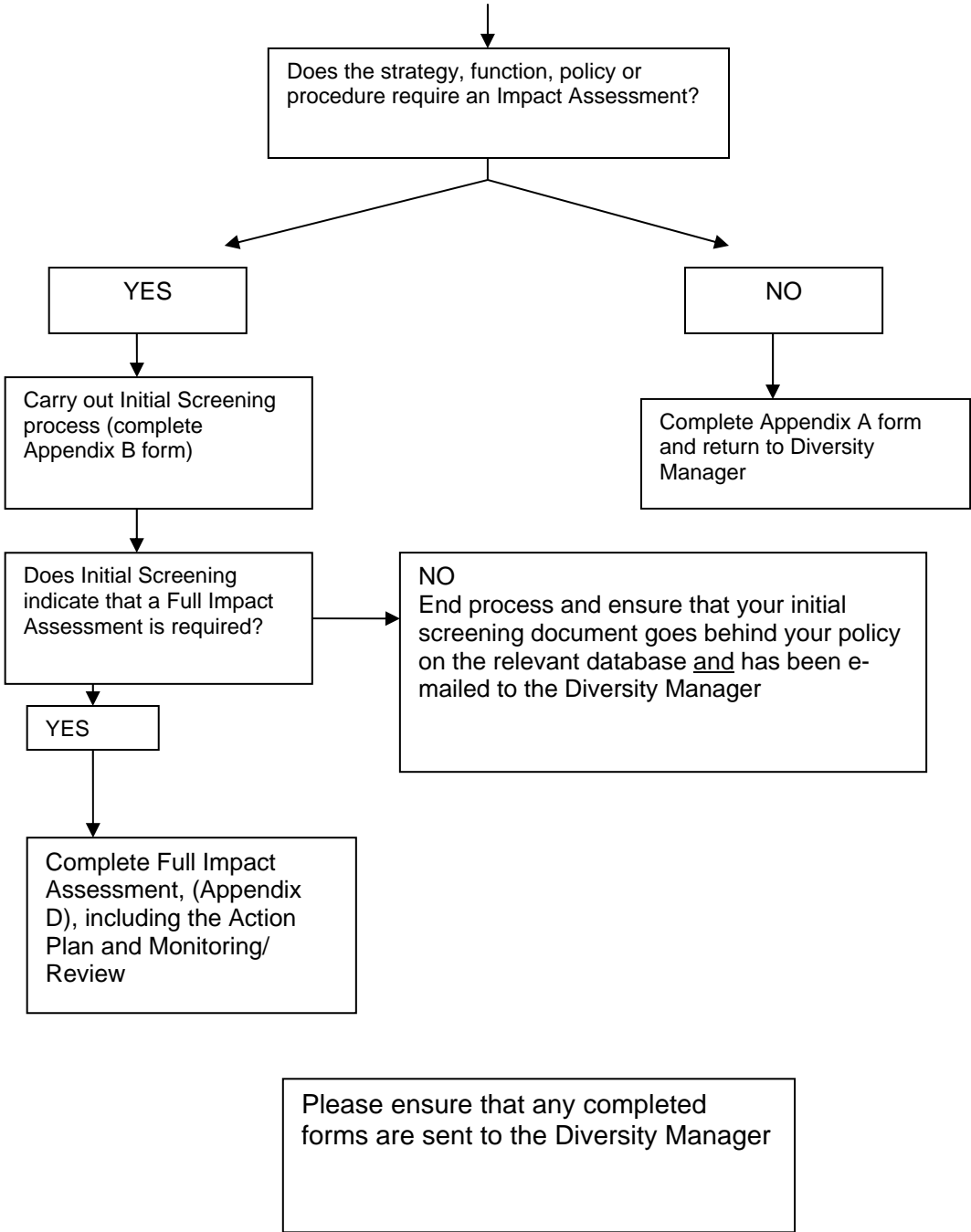
DATE COMPLETED	
----------------	--

Return this form to: Ms Maria Jiacoumi, Diversity Manager, Probation Headquarters, 6th Floor, Oakland House, Talbot Road, Manchester M16 0PQ

Prompts for Completion of Initial Screening Document

<p>RACE</p> <p>Consider issues of language (written or spoken where English is not the first language), cultural issues, traditions issues, is jargon removed where not needed, glossary to explain terms used. Consider BME and WME, (white minority ethnic groups i.e., Polish, Gypsies, travellers.</p>	<p>GENDER</p> <p>Consider caring responsibilities, (dependant carer adult/children), flexible working/ facilities for pregnant or breast feeding women, pay etc.</p>
<p>DISABILITY</p> <p>Think about access to services and remember the hidden disabilities, eg dyslexia, auto-immune problems, mental health. Data confidentiality (eg, HIV), assessing buildings, progressive illnesses, assistive technology and implications on staff. Hospital appointments, information in accessible formats eg, British Sign Language (BSL), larger print.</p>	<p>AGE</p> <p>Will the policy affect younger and older people? Eg, health considerations, expectations if experience required for job vacancies. Ensure that you are checking that educational qualifications eg, degrees are essential for the job so as not to disadvantage some older applicants, who may not have all of these qualifications.</p>
<p>FAITH, RELIGION AND BELIEF</p> <p>Think about religious and cultural issues and if these are accommodated in the policy? Consider religious observance, types of food, dietary requirements, fasting, dress code issues, prayer facilities, where social work events are held i.e., consider if alcohol present or in same room as bar.</p>	<p>SEXUAL ORIENTATION</p> <p>Does the policy affect issues relating to gay, lesbian and bi-sexual people? Eg assumptions about relationships, domestic abuse, next of kin, pensions, “family”, are images reflective of all sexual orientation, marriage/civil partnerships, confidentiality, protection from bullying/harassment, etc.</p>
<p>GENDER IDENTITY</p> <p>Consider any specific medical needs, time for treatment, disclosure of status, accommodation facilities, i.e. Approved Premises/suitability of needs/people who are resident there. Confidentiality, record keeping.</p> <p>Pleas note – this is now a separate strand of diversity.</p>	

IMPACT ASSESSMENT FLOW CHART



CONDUCTING A FULL IMPACT ASSESSMENT

1. Title of function, policy, procedure or practice

Is this a new or existing, policy, procedure or practice? (for ease and brevity referred to as policy from hereon).

2. Aims, purpose and outcomes of the policy

What is the policy addressing? (If it is an existing policy outline the new proposals being considered).

Is the policy Operational/HR/Financial/Public Relations/Diversity/IT/IS

What outcomes do we want to achieve?

3. Equality Groups

Please indicate which specific groups, identified in the Initial Screening, are likely to be affected by its implementation?

Age, (either young or old)	Yes/No
Disability	Yes/No
Gender	Yes/No
Gender Identity	Yes/No
Race	Yes/No
Sexual Orientation	Yes/No
Religion and Belief	Yes/No

What knowledge and information do you already have, what further research or evidence should be collected in the full Impact Assessment? (consider; Inspection reports, Performance Reports, audit Reports, surveys, complaints, other probation Areas' statistics).

4. Which Equality Group/s have been identified?

For example; BME offenders and Unpaid Work. Transgendered offenders in Approved Premises. Male employees.

5. What is the adverse impact? (for staff/service users/partnerships/contractors other stakeholders).

(For example; Is there any evidence of higher or lower take-up by people in any group, and if so, how is this explained? – do any rules or requirements prevent people in any groups from using or accessing the service? – Does the way a service is delivered/ or policy implemented create any additional barriers i.e. disabled people. Consider women, cultural reasons, child-care/dependant care and location etc.

6. How can this adverse impact be reduced/ removed?

Consider making changes to the policy – change the method of implementation – consider additional measures.

7. Will there need to be consultation with others to determine the “best” way of removing the adverse impact?

Consider inviting if appropriate, some members from the Black workers forum, (BWF) or the Disability Action Group, (D.A.G.). or specialist practitioners such as Offender Managers from the Sex Offenders Resource Team. National Associations such as NAAPS. Unions. External organisations such as The Lesbian and Gay Foundation, (LGF).

If you have not been able to carry out any consultation, please indicate below how you intend to test out your findings and recommended actions. (A written response/telephone conversation in response to the intended policy/review may be considered if meetings of the above groups/staff is not possible).

8. Who will need to be involved to effect the changes needed to remove the adverse impact?

HR for instance, may need to make changes to the recruitment and selection process and implement more robust monitoring systems. Operationally, there may need to be liaison with the Learning and Training Department/District Admin Managers/HR/ etc

9. How will you monitor this process?

Is it possible for you to get the information quickly and easily or is it recommended that the collection of such data be included as an action for the Action Plan that will

be developed? Please detail below.

What would be needed to be able to do this? Are resources available? What other support or changes would be necessary to carry out these actions?

10. Action Plan

On completion of this Full Impact Assessment your proposed Action Plan will need to be completed. (See attached appendix E).

This will be incorporated in the Equality Schemes, published and reviewed annually.

Please indicate:

Who is responsible for implementing/reviewing the policy and action plan?

By What date?

Date of next Review?

Return to The Diversity Manager at HQ with the Policy and Full Impact Assessment

Thank you for your co-operation

FULL IMPACT ASSESSMENT ACTION PLAN

Please outline your proposed Action Plan below (type to expand boxes)

Issues/adverse impact identified	(Eg. Insufficient data within area to show whether Bullying/Harassment policy has a negative impact on the 6 equality groups)
Proposed action/objectives to deal with adverse impact	(Eg. Monitor numbers of complaints of Bullying and Harassment by team/location/grade/equality groups)
How you will target/measure	(Eg HR to ensure systems can report on these requirements)
Time frame	(Eg 6 months)
Responsibility	(Eg HR/ACO (Name))

Date completed:

Name:

Signed:

Position:

ARRANGEMENTS FOR FUTURE MONITORING AND REVIEW

Please outline your arrangements for future monitoring and review below (type to expand boxes)

<p>AGREED ACTION</p>	<p>(Eg HR to provide reports from database)</p>
<p>MONITORING ARRANGEMENTS</p>	<p>(Eg Establish monitoring systems by Equality groups that enable HR to review equitable access)</p>
<p>TIME FRAME</p>	
<p>RESPONSIBILITY</p>	
<p>ADDED TO WORKFORCE PLAN, BUSINESS PLAN, SCHEMES ETC</p>	

Date completed:

Name:

Signed:

Position:

EQUALITY AND HUMAN RIGHTS ACTION PLAN

Policy/Strategy

Action	Lead	Timescale	Ace	Disability	Gender	Race	Religion/Belief	Sexual Orientation

Communication and Awareness

Action	Lead	Timescale	Ace	Disability	Gender	Race	Religion/Belief	Sexual Orientation

Physical Access

Action	Lead	Timescale	Ace	Disability	Gender	Race	Religion/Belief	Sexual Orientation

Service User Experience

Action	Lead	Timescale	Age	Disability	Gender	Race	Religion/Belief	Sexual Orientation

Performance and Monitoring

Action	Lead	Timescale	Age	Disability	Gender	Race	Religion/Belief	Sexual Orientation

STAKEHOLDER AND COMMUNITY CONSULTATION PROCESS

1. LIST OF STAKEHOLDERS AND GROUP TO BE CONSULTED

Local Staff Associations

Black Workers Forum (BWF)
Disability Action Group (DAG)
Manchester Lesbian, Gay, Bi-social and Transgendered Staff Association

National Staff Associations

Associates of Black Probation Officers (ABPO)
National Disability Staff Network (NDSN)
Lesbian, Gay, Bi-social and Transgendered Individuals in Probation Courts
National Association of Asian Probation Staff (NAAPS)

Community Groups

Breakthrough UK (Local Disability Organisation)
Black & Asian Offenders Service (Pakistani Resource Centre)
Pankhurst Centre (For Women)
Women In Prison
Together Women Project (TWP)
Inner Enigma (Local Partnership for Working with Transgendered Individuals)
Partners of Prisoners (POPS)
Council of Ethnic Minority Voluntary Sector Organisation (CEMVO)
Lesbian & Gay Foundation (LGF)
Age Concern
Youth Contact Teams
Greater Manchester Police Chaplains (Multi-faith)

Board Trust Members

Mr Khan Moghul
Mr Abdul Malki-Ahad

2. Consultation Session

GMPT have not been able to consult on the development of this scheme as fully as they intended to, due to the time frame. However, a full consultation process will be in place by September 2009. Please see action plan (appendix 7 – “Organisational Development”). We will invite people from the list of stakeholders and groups (as listed above), and will ensure that we have representatives from each equality group, in particular the involvement of disabled people throughout this process. GMPT believe in consultation and involvement as a continuous process.

GMPT have previously consulted with disabled staff members from our Disabled Staff Action Group, (D.A.G). With regard to Assistive Technology, (AT), there were several meetings throughout 2008/09. The outcome of these meetings were that AT software has been improved. There have also been

several meetings with: - disabled staff, the Chair of D.A.G. and our North West Regional Representative from the, "National Disabled Staff Network", (NDSN), with regards to GMPTs "Attendance Management Policy". The outcomes from these meetings and from a full Equality Impact Assessment were that; advice is being sort at a National level with regards to "Best Practice", and further consultation with Trade Unions and disabled staff continuing.

The consultation process of this scheme will be in the format of a workshop. GMPT will ensure to involve all relevant stakeholders, in particular, disabled stakeholders to any generic consultation meeting. The invitation to consult outlines the process – (see below). A Full programme of the workshop is also included, (Page 59). This maybe revised in due course.

We will review our action plan twice within the year and any updates will be included within the action plan. Any prioritised actions from our Equality Impact Assessments will also be incorporated into our Single Equality Scheme Action Plan. This has been outlined previously in Section Three (The Single Equality Scheme – page 25).

INVITATION TO ATTEND A CONSULTATION WORKSHOP

Details of date, venue etc to be included

**Seeking your views on a Single Equality Scheme
*Chief Executive and Chairman***

We are delighted to introduce the first overarching Equality Scheme and detailed action plan for one year for Greater Manchester Probation Trust. The decision to introduce an overarching scheme for all equality categories is made on the premise that all people in all categories are of equal importance and a single scheme brings together in one place all the issues and how the Trust intends to address them.

A one year detailed action plan is included that describes the work that will be undertaken in 2009 - 2010. This will be reviewed twice within the year and superseded by a new annual action plan which will be developed through impact assessments completed by managers and service users as an annual process.

The next three years will see continuing change in the way probation services are provided. In readiness for the challenges ahead, managing Equality will underpin the Trust's strategic plan which will ensure that this organisation is well placed to deliver the services that local people receive.

We would like to seek your views about the scheme to confirm whether we are planning appropriate action and if we have missed something important to seek your views about what else we should include. We therefore invite you to the above session and would be grateful if you could confirm your attendance to by completing the slip at the end of this letter.

Chief Executive

Chairman

Our Approach to Managing Equality

Diversity Vision

Our vision is to provide services to all communities and to employ a workforce that is drawn from the breadth of society we provide services for, that gains strength from that society's range of knowledge, experience and talent and that welcomes, respects and values the unique contribution of every Individual. We will employ this diverse workforce to deliver services to everybody who requires them in our community ensuring equal access for everybody.

Diversity mission

We will create an organisation that people want to access and one that people want to join as staff and remain because it allows them to make their distinctive contributions and achieve their full potential, and that does not tolerate any form of intimidation, humiliation, harassment, bullying or abuse and will ensure each individual is treated fairly, with dignity and respect. Our mission is to break down all barriers of discrimination, prejudice, fear or misunderstanding, which can damage service effectiveness for services users and carers.

Diversity Objectives

- Approve the Equality Scheme and action plan.
- Ensure implementation of the Equality Scheme.
- Agree equality related priorities.
- Develop policies that promote equality for everyone.
- Monitor and evaluate the equality scheme, action plan and related policies and performance; and
- Promote a positive image of anti discrimination in all the Trusts functions and services.

Governance

The Trust Board is responsible for ensuring compliance with equality and legislation. The Trust will manage its responsibility through a Single Equality Scheme approach as opposed to developing separate schemes for the different equality categories. This Single Equality Scheme and action plan sets out how the Trust intends to achieve this to meet the needs of the staff and the community that the Trust serves.

Seeking your views Programme

9.30am - Tea and Coffee on arrival

- Welcome and opening remarks
- Introduction to the session

9.45 am - Why are we doing this work?

- The Legislative Framework
- The National Policy and Service Framework
- Questions for clarification

10.15 am The Manchester Probation Trust Single Equality Scheme

- Summary
- Questions for clarification

10.45 am Tea and Coffee

11.00 am - Seeking your views on the Scheme
Working in groups

12 Noon - Feedback

12.30pm - Summing up, Closure and lunch

Return slip confirming attendance

Name of organisation

Names and roles of nominees who will be attending the session:

1)

2)

Please return to:

Please return by:

APPENDIX 7

Greater Manchester Probation Trust Equality Action Plan 2009 – 2010

The actions in this plan are the priority areas highlighted in the scheme and are linked to the aims in the Area Business Plan. The plan is for twelve months and will reviewed before the beginning of year two.

Outcomes	Actions	Duty Ref
Service Delivery		
<p>We provide services in respect of offending that promote equality and human rights and that support the priorities of the organisation</p>	<p>The Assistant Chief Officer (Diversity) will lead work to reduce the disparity of outcomes. These will involve the following:</p> <ul style="list-style-type: none"> • Implementation of the Women’s Offender Action Plan based on the NOMS National Women Offender Framework by 2010. • Promote the use of the women’s programmes to achieve completions by 2010. • Quality check assessments on Black and Asian offenders in order to understand why assessments on BME offenders are 5% less likely to be satisfactory than their white counterparts. This will be undertaken by September 2009. • Complete the review of the Black and Asian Offender Service moving to commission a provider that can be effective and responsive towards improving the quality of assessment and sentence plan delivery for BME offenders. Review complete by April 2009. Commissioning decision by July 2009. • Promote the use of the Black and Asian Thinking Skills Programme to achieve completions by March 2010. • Implementation of the monitoring arrangements of PSRs across; race/ethnicity, gender, disability and age in relation to concordance rates of proposals and outcomes. Across all districts by December 2009. • Work with the seconded Area Mental Health coordinator to map the availability of mental services across the area and ensure that all district staff are aware of the available services and can make referrals by September 2009. 	<p>All GPDs and SPDs</p>

Outcomes	Actions	Duty Ref
	<ul style="list-style-type: none"> • By September 2009 the successful completion of orders, unpaid work, and other interventions will include data on disability. • To profile disabled service users and use demographic mapping software to ensure we provide services which target local needs. (September 2009). • Review our practice in relation to the transition of young adult offenders from youth offender to Adult offender services. (We will improve the completion rate of this by 5% by the end of the Scheme in 2012). • By January 2010 assess the level of victim service user satisfaction in accordance with a diversity profile. 	
We challenge discriminatory and hostile attitudes and behaviour by offenders	<ul style="list-style-type: none"> • The Assistant Chief Officer (Diversity in Service Delivery) will lead the development of a Hate Crime Strategy, dealing with religion and race hatred, violence against women, homophobia and disability. The Strategy will be completed by June 2010. • The Hate Crime Strategy will link in with the partnership agencies of the Local Criminal Justice Board. 	GPD 6
Local Engagement		
We listen and learn to identify areas for improvement and implement necessary changes	<ul style="list-style-type: none"> • The Director of Interventions and Support Services will prepare a Community Engagement Strategy by December 2009. This will include an 'Involvement' plan developed by the ACO Diversity in 2009/10 the Head of Public Relations in conjunction with the Head of Information Services will ensure that 'stakeholder feedback' activity is consolidated in the Trust's information base and used to inform change. The Trust will identify and publish examples of where change has been informed by such feedback. (By March 2010). • The ACO (Diversity) will ensure that the existing Area Diversity Board, Diversity Committees and Staff Associations remain robust for internal consultation. (Ongoing). 	All GPDs and SPDs
We communicate	<ul style="list-style-type: none"> • The Head of Public Relations and the Assistant Chief Officer (Diversity) will prepare a 	SPD 6

Outcomes	Actions	Duty Ref
our work and commitments to equality and human rights with the communities we serve and aim for it to be mutually beneficial	<p>Communication Strategy by September 2009. This will meet the following aims:</p> <ul style="list-style-type: none"> a) Increasing involvement and consultation. b) Promoting the participation of disabled people in public life. c) Improving community confidence in our services and dealing with their anxieties. 	
We promote equality through the image we present	<p>The Head of PR will lead activity to ensure positive images are used to promote equality and a message of inclusion, by June 2009. This will include:</p> <ul style="list-style-type: none"> • Posters displayed in reception areas. • Images used on the website. • Literature, leaflets and display boards. • A clear statement of Equality and Human Rights. <p>Recently decorated receptions will be checked for inclusive images especially of disability by June 2009.</p>	GPD 1; GPD 3; SPD 7
Commissioning		

Outcomes	Actions	Duty Ref
When we commission services, equality and human rights are an essential part of the contracting and management process	<ul style="list-style-type: none"> The Business and Commissioning Manager will lead the development of a Commissioning Strategy that is responsive of the diverse needs of offenders and the community. It will be continually improved by the information plan. The strategy will be complete by June 2009 The Business and Commissioning Manager will lead work to ensure that contracted services are subject to annual review and are meeting their general public duties under the scheme. (Ongoing and by March 2010). 	All GPDs
Finance		
We take account of Equality and Human Rights when making judgement about Best Value	<ul style="list-style-type: none"> Incorporate Equality and Human Rights as an added value criteria in a newly developed Best Value regime. This will be completed by the Director of Finance and Business and Commissioning Manager by March 2010. 	All GPDs
Our infrastructure supports equality	<ul style="list-style-type: none"> Complete a plan to take forward recommendations regarding DDA access to buildings emerging from the GMPT Property Strategy. This will be undertaken by the Director of Finance and Property Manager by July 2010. 	All GPDs and SPD 7
Organisational Development		
We have a fully developed three-year single equality	<ul style="list-style-type: none"> The Assistant Chief Officer (Diversity) will undertake full consultation of the review of the Single Equality Scheme by September 2009. This will include disabled people. 	SPD 6

Outcomes	Actions	Duty Ref
scheme in place	<ul style="list-style-type: none"> The Assistant Chief Officer (Diversity) will lead work to review and renew the scheme to take account of the Single Equality Act and consultation duties by April 2010. The Assistant Chief Officer (Diversity) will lead work to develop action plans for Sexual Orientation, Religion, Faith and Age and start implementation by April 2010. 	
We have a structure for managing equalities that works well	<ul style="list-style-type: none"> The Assistant Chief Officer (Diversity) will lead a review to assess the current structures' effectiveness, particularly as integrated with the organisation as a whole, and if necessary, reconstitute the Diversity Board by September 2009. The function of the Board will be for the purposes of performance management and to facilitate involvement. We will provide at least three examples of effective strategic operation by the Board by February 2010. The responsible Chief Officer will demonstrate how we allocate resources responsibly in support of equality in next review of the Scheme. 	All GPDs and SPDs
We assess the effects of what we do and have evidence and information base to guide us	<ul style="list-style-type: none"> During 2009/10 the Head of Information Services and IT will ensure that the information base will be developed to include analysis of diversity factors. The review of this scheme will show the changes we have made and the evidence that informs any new priorities. A plan for data collection for all strands of diversity will be in place by September 2009. District managers will ensure that disability monitoring of offenders achieves the same level of performance as Race and Ethnic Monitoring i.e. 95%, by March 2010. The Head of Information Services will use the Trust's research capacity to assess diversity related topics. In 2009/10 this will include the impact of the Women Offender Action Plan, the Disabled Service User Feedback Survey and the review of the Black and Asian Offender's Project. (These will be undertaken by March 2010). The ACO (Diversity) will initiate new action plans where the information and research indicates a need to improve service quality and Human Rights. (By July 2010). The ACO (Diversity) will lead work to set equality and Human Rights outcome targets/indicators. (By July 2010). 	All GPDs and SPDs

Outcomes	Actions	Duty Ref
People		
Our board, managers and staff have the awareness, knowledge and skills needed to fulfil our commitments to equality and human rights	<ul style="list-style-type: none"> The Head of Human Resources will ensure the training programme to support the SES requirements is delivered and that supervision and appraisal of staff is provided to ensure learning is consolidated and monitored. (By March 2010). The Head of Human Resources will ensure that the disability equality training will be rolled out by March 2010. 	SPD 7
Our recruitment, selection and development programmes help us towards having a staff group that reflects the communities we serve and at all levels within the organisation	<ul style="list-style-type: none"> The Head of Human Resources will identify the key areas where under representation exists and work in partnership with managers to develop and implement initiatives targeted in these areas. Realistic targets for improvement will be set, published and monitoring reports produced quarterly against those targets to enable us to assess progress. (By March 2010). The Head of Human Resources will review recruitment and selection procedures to ensure that they are transparent and have the confidence of staff. This will be measured by the staff survey and staff association feedback. (By March 2010). The Head of Human Resources will put into place a mechanism to review demographic/census data to inform the recruitment strategy. The mechanism will assist GMPT in understanding the under representation in relation to non BME, women and disabled, and those that are economically active within such groups. (By March 2010). 	All GPDs and SPDs
We have employment policies	<ul style="list-style-type: none"> The Head of Human Resources will engage with staff on key workforce issues by consulting with all staff associations to obtain views on how we can usefully monitor and report on profile of groups included within the Single Equality Scheme i.e. by religion, sexual orientation, gender and ethnicity. 	All GPDs and

Outcomes	Actions	Duty Ref
practices, functions and strategies that promote equality and better relations between groups and which do not lead to discrimination	<p>(By March 2010).</p> <ul style="list-style-type: none"> We will use feedback from a variety of sources, including groups and surveys, to help inform and shape our policies and procedures and any new employment initiatives. (Ongoing and by March 2010). We will seek to support the Disability Action Group, the Black Workers Forum and the LGB&T Association to ensure the views of specific groups are voiced and considered. (Ongoing and by March 2010). 	SPDs
We challenge and deal with any inappropriate and discriminatory actions and behaviour within the organisation quickly, honestly, decisively and openly	<ul style="list-style-type: none"> The Head of Human Resources will produce evidence of effectiveness in this regard to the Diversity Board by November 2009 including recommendations for improvement which will include a regular reporting regime. The Head of Human Resources will monitor and review staffing profile information on a quarterly basis and ensure that it is published on GMPTs website. (Ongoing and by March 2010). Head of Human Resources to put into place an enhanced monitoring exercise to provide a more detailed analysis of employees with disabilities, the specific type of disability and the potential reasonable adjustments. (By March 2010). Head of Human Resources will develop ways to engage with employees to participate in the monitoring exercise. (By March 2010). Head of Human Resources will report upon BME applicants and those employed on a quarterly basis and publish on the GMPT website. (Ongoing and by March 2010). Head of Human Resources will seek the views of the Lesbian, Gay, Bisexual and Transgendered Group on the collation of sexual orientation data, the monitoring and how such information can inform strategically. (Ongoing and by March 2010). 	GPD 6

Signed: Richard Barnes, ACO Diversity

(Scheme 'owner')

Dated: 15 September 2009