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**Hampshire
Probation Trust**



Working together to reduce offending

EQUALITY INFORMATION REPORT

Compliance
with the General and Specific
Duties
Equality Act 2010

October 2011

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Introduction

Hampshire Probation Trust's Equality Report aims to provide comprehensive information on how we have fulfilled our statutory duties to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity and foster good relations between people who share a 'protected characteristic' and those who do not.

Hampshire Probation Trust (HPT) has in place a Single Equality Scheme, which contains a commitment to action in all of the "protected characteristics", recognising and responding to the commonality of experience across different equality groups, whilst retaining a recognition of specific issues relevant to particular groups. The Scheme provides information on how we meet legislative requirements that are generic across all protected characteristics and also focuses on particular areas of equality to give group specific information as appropriate. Our objectives identified in the Action Plan follow this same approach. The Scheme has been in place since 2009 and has undergone two annual reviews.. The second year review is contained within Appendix I of this report.

This Equality Report will highlight the main activity that the Trust has undertaken during the period April 2010 to September 2011 in relation to service delivery and employment. It will outline our key achievements, detail the information our monitoring and other sources of evidence provide to demonstrate how we are meeting our commitments and outline our current objectives for the year 2011-2011.

A range of information, including our Single Equality Scheme, previous monitoring reports, action plan reviews and Equality Impact Assessments can be found on HPT's website www.probation.hants.gov.uk, or through contacting our Diversity Advisor at our Headquarters – Tel: 01962 842202.

Section 1: Governance and Strategic Approach

HPT outlines its commitment to equality and diversity through the statement of its Diversity Policy. This commitment is delivered through a comprehensive strategic approach and management structure that supports the Single Equality Scheme and its associated action plan. During the lifetime of the previous equalities schemes the move has been to embed all equalities work within mainstream approaches to practice and management. The key elements of the approach are:

- Diversity Champion at Board level, with Board Stakeholder Engagement Forum and Board HR Forum which oversees HPT's Equalities Work.
- Minority ethnic representation at Board level following a targeted recruitment campaign.
- Leadership at Director Level with regular reporting systems (Diversity Report and progress report on Action Plans) allowing scrutiny by the Strategic Management Team.
- Specialist Diversity Advisor role who leads on delivery of action plan and regularly attends Strategic Management Team, Operational Managers and local manager team meetings to report on performance and key issues and initiatives.
- Diversity Policy, Strategy and Practice Guidance relevant to service delivery and employment practice
- Programme of mandatory Diversity training for all staff, role specific training, including impact assessment training, and a series of practice development workshops
- Staff support mechanisms through variety of local support groups and facilitated access to National support groups such as Association of Black Probation Officers, National Association of Asian Probation Staff, Lesbian and Gay staff in Probation, National Disabled Staff Network.
- Equalities Consultation Panel to support Equality Analysis process that underpins all policy development and review.

- Equalities objectives and activity integrated into Strategic Plan, Annual Business Plan and Service Level Agreements

Section 2: Key achievements for the Period 2010-2011

2.1 Equality Analyses (Equality Impact Assessments)

An equality impact assessment process has been in place in HPT since 2002 and has become embedded within the policy, strategy and planning development systems. The process has been developed and expanded to cover all 9 “protected characteristics”.

During the total time period since equality assessments commenced, HPT has undertaken and published 74 assessments. This number covers both initial screenings and full assessments. During this reporting time period 2010-2011, **24** assessments have been undertaken and published on HPT’s Website and on its internal intranet database. These assessments cover both HR policies, other support policies and operational policies and procedures.

An assessment template has been devised by HPT and consultation is carried out through its Equalities Consultation Panel which meet on a bi-monthly basis. Additional specific consultation with identified groups may also be undertaken if appropriate for any given policy or procedure. A range of equality information is used in order to inform the process and decisions about the development of specific policies and procedures will be based upon such information, alongside the consultation process. For example, a recent equality analysis of our offender post-Breach activity provided evidence that women and those with learning difficulties were most likely to be breached and that the post-breach activity was least likely to be successful for them. The decision was made therefore to do further work to ensure that the needs of these specific groups are addressed before they get to breach and are also focused on in the post-Breach activity process.

2.2 Engagement

As above, a key arrangement for engagement with different “protected groups” is through HPT’s Equality Panel that has continued to meet bi-monthly during the reporting period. The panel is made up of staff from diverse backgrounds, community members, Union members, Staff

Associations' members, the HPT Equality Advisor and the Equality Officer. The Panel, which currently has 23 members, has played a role in developing and reviewing equality objectives for HPT equality schemes, and has in recent months provided feedback on the HPT Strategy for 2011-2014.

A range of methods of engagement have been in place and developed since 2003 when HPT's first equality scheme was published. During this reporting period HPT has continued with a range of engagement methodologies in order to develop our equalities approach:

- Liaison with Hampshire Probation Trust's Black Staff Support Group
- Liaison with HPT's Sexualities Support Network and LAGIP regional representative.
- Liaison with National Disabled Staff Support Network regional representative
- Equalities Liaison Officer established working relationships with a range of service providers in relation to meeting the needs of women offenders and offenders with learning difficulties.
- Staff Survey in 2010 and Offender Survey in 2010, both of which provided feedback specifically relevant to the equalities agenda
- Focus group undertaken on equalities issues with the "Service Users Group"
- A focus group for staff with Dyslexia was undertaken in January 2010
- Continued collaboration with specialist agencies such as the Hampshire Autistic Society, Hampshire Dyslexia Association, Women's Wisdom, SOS Polonia (representing Eastern European migrant workers).

2.3 Equality in service delivery (Court/Parole Reports, Offender assessment and management, delivery of interventions and work with victims)

HPT has in place a comprehensive set of processes for ensuring equality is embedded into service delivery. A diversity assessment is completed on all offenders at report stage, gathering information both for monitoring purposes and for consideration in the appropriate delivery of services. Consideration is given to gender, transgender, ethnicity, religion, cultural requirements, language and communication needs, disability and access requirements, care responsibilities and any other needs. This information is inputted onto the case management system and the Offender Assessment and Sentence Planning system so that it becomes an integral framework through which to design and deliver appropriate offender management and interventions. Diversity information is also gathered on victims through completion of a

referral form by the Witness Care Unit so that similarly victim contact work can be monitored and appropriately tailored.

It is recognised that the delivery of services needs to be tailored in a way that makes them meaningful to all groups and that they are delivered by staff who are competent at working across differences to ensure accessibility. The impact assessment process that looks at how we deliver particular functions, and the consultation process that is part of this, helps us to develop services in a way that is inclusive and relevant to all groups. A Diversity Training programme covering a wide range of diversity and equality issues is a critical part of our approach (see next section), as is collaborative working with specialist organisations and groups, and a considerable amount of supportive information and advice for practitioners is available on our Diversity Database.

There are also specific initiatives and projects identified through the need to improve performance that contribute to our work and during 2010-2011 there have been a number of achievements in this regard:

- **Women Offenders:** HPT has a Women Offender Policy and Strategy with implementation plan to ensure suitable services for women offenders and the reduction of women receiving short term custodial sentences. During this reporting period we have reached the point of being able to offer all female offenders access to a “women specific” intervention, either through one of our 4 in-house Women’s programmes or through a one-to-one coaching and development programme offered by an external provider “Women’s Wisdom. In addition, we are undertaking joined up working with local children’s centres, developing these as reporting centres for women wherever possible thereby assisting with their access to ongoing community support.

Our aim has been to reduce custody for women offenders and improvement community provision. The Table below shows the four year trend of reducing custody figures for women:

Table One:

Trend results in terms of disposals for women offenders – custody, short term custody and community orders

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2007-2008 (n = 998)	9% custodial Disposal	4.1% short term custody	73% community order Proposals	61% community order Disposal
2008-2009 (n = 1030)	8.7% custodial Disposal	3.8% short term custody	78% community order Proposals	64% community order Disposal
2009-2010 (n = 1019)	7.3% custodial Disposal	2.8% short term custody	81% community order Proposal	63% community order Disposal
2010-2011 (n = 1085)	6% custodial disposal	3.7% short term custody	72.6% community order proposal	61% community order disposal

- **Offenders with Autism Spectrum Disorder:** As a result of some lower performance results for offenders with a learning difficulty, we have had an objective to improve our provision for all offenders with a learning difficulty, and one particular group being those with an autism spectrum disorder. We have now set up partnership provision for working with offenders with an autism spectrum disorder, providing such offenders with some dedicated skills development from a specialist provider, who also gives additional support for Offender Managers in working effectively with this group of offenders. In addition, HPT is part of a CJS Pathway group for meeting the needs of those on the spectrum and has been a key player in developing an “autism passport” to improve effective communication of need and effective working across all CJS agencies (award won for this particular piece of work).
- **Offenders with Dyslexia:** We have progressed our work to improve our approach to working with offenders with dyslexia, who again were demonstrating lower compliance and completion rates on performance monitoring. Alongside further staff training, we carried out a pilot in the Portsmouth office with a group of offender managers to improve our information on level of need and identify barriers to effective working. This pilot showed much higher levels of need than previously identified and also suggested that further specialist support would be helpful. We are now in the early stages of a pilot offering a skills based training approach with offenders in the Havant team through partnership working with the Hampshire Dyslexia Association.
- **Services Directories:** Launch of three services directories: Women’s Services Directory/Learning Difficulties Services Directory/Minority ethnic, faith group and migrant worker Services Directory.
- **Diversity Database:** The Diversity Database, which provides staff with a resource library of practice guidance, contacts and information that

will assist them in delivering appropriate services, has been reviewed and updated.

- **Interpreting and Translation services:** Contract with a local Interpreter and Translation Service who provide interpreting and translated materials whenever required has been renewed.. Also arrangements in place to address other communication needs such as the use of audio tapes, signing interpreters and other alternative formats.
- **Hate Crime:** A programme of team visits has been undertaken to disseminate information about the hate crime strategy and the “Diversity Awareness Pack” for offenders who have discriminatory attitudes and behaviour. Emphasis on presentation on both offenders as victims and offenders as perpetrators and the use of the pack in addressing hate crime.
- **Custodial proposals for BME offenders:** Our Diversity Report 2010 showed that BME offenders had higher levels of custodial proposal than offenders of White ethnicities. An audit was therefore undertaken on all reports during 2009-2010 written on BME offenders where custody was identified as the only option in order to monitor for any discriminatory practice. The audit report did not identify any discriminatory practice but the process raised the profile of the agenda to ensure equality in relation to proposals/disposals for BME offenders. The Report for 2011 has shown that these results have improved considerably, so that we are now looking at parity in terms of proposal and a much smaller differential in terms of custodial disposal between White British and minority ethnic offenders. see Table below:

Table Two:**Trend results in terms of custodial proposals/disposals for BME and White British offenders**

	BME custodial proposal	BME no proposal	WB custodial proposal	WB no proposal	BME Custody Disposal	WB custody Disposal
2007-2008	6%	9%	2%	6.2%	27%	18%
2008-2009	4%	4.8%	3.8%	5%	23.4%	18%
2009-2010	6.4%	7%	3%	4.5%	26.3%	16.4%
2010-2011	3%	5.5%	3%	5%	18.5%	15%

2.4 Equality in employment

Hampshire Probation Trust has in operation a Diversity Policy, Strategy and set of Practice Guidance that addresses how equality will be managed within the HR function. There are a wide range of HR policies, all which have undertone Equality Analysis, and this process will continue as policies are reviewed and new ones are developed. In addition, we have a range of approaches and initiatives that have developed to address equality in all aspects of the human resource function, supported by the Diversity Advisor. Key activity during this reporting period includes:

- **Monitoring:** Process for gathering staff monitoring information was reviewed, taking into consideration the requirements of the Equality Act 2010, and a programme of staff reviewing and updating their own personal information on a “self service system” commenced, following identification of data gaps, particularly in relation to sexual orientation and religion and belief.
- **Review of Policies and development of guidance:** All HR policies were updated to take into consideration the requirements of the

Equality Act 2010, Diversity Adviser provided guidance to HR staff on implications of Act for different HR functions. The Diversity Database has been reviewed and updated and includes information for managers on a range of different equalities information. Training specifically for managers is delivered on a quarterly basis. Diversity database also a resource for staff in relation to their equalities issues and Diversity Adviser continues to offer an advice service for staff.

- **Reasonable Adjustments:** HPT has had as an objective to improve its timeliness in getting adjustments in place for staff with a disability after an assessment has been undertaken. The Diversity Adviser took on a co-ordinating role for the process and during this reporting period there has been a great improvement in the speed at which adjustments, particularly those related to assistive technology, are implemented for staff. A 12 week target from date of assessment is in place and this has been met in all cases except for those where the staff member themselves choose to wait.
- **Staff Support Groups:** HPT continues to have a local Black Staff Support Group, a Disability Network and Sexuality Network and to support staff who wish to participate in the national staff associations (Association of Black Probation Officers; National Association of Asian Probation Staff; Lesbian, Gay Men, Bisexual and Transgendered Individuals in Probation and Family Courts; National Disabled Staff Support Network). The Black Staff Support Group has also worked to try and promote understanding between different ethnic groups through running Seminars open to all staff and participating in training events to talk about the work of the group and the wider context of race equality. Current planning is underway for a seminar on domestic violence among BME communities.
- **Support for Staff with Dyslexia:** Particular attention has been paid in the last year to ensuring that we meet the needs of staff with dyslexia. Alongside improving our response rate in terms of adjustments, we have established a support group and network for staff with dyslexia, providing them with an opportunity to share ideas and strategies with colleagues, including on issues related to assistive technology, and to provide feedback to the Trust on issues relevant to employment. Further guidance has been provided and launched to all HPT managers and some specific clauses within the Diversity and Equality Policy that address workload reduction as an adjustment for staff with dyslexia.
- **Harassment:** HPT's harassment policy and strategy has been reviewed and updated and harassment support officers identified and names

made available to all staff. Information on harassment covered in Diversity Induction Training.

2.5 Training

HPT has a rolling programme of equalities training and will also run specific training events depending upon staff need. The rolling programme of training includes:

- Diversity Induction Training for all staff run every quarter (covers general duties and how this relate to job specific roles)
- Disability Equality Training for all staff run every quarter
- Working effectively with women offenders, which is now running twice a year
- Working effectively with offenders with a learning difficulty, which is now running twice a year.
- Diversity and Equality Training for managers

In addition to this rolling programme of training specific training or workshops are put on the HPT training calendar or is run at specific local team or LDU level according to need. During this reporting period this has included:

- Mental health training
- Working with the Gypsy and Traveller Community
- Dyslexia
- Autistic Spectrum Disorders
- Female perpetrators of Domestic violence

Section 3 – Equality Monitoring and Performance Information

HPT reports on its equalities information through an annual “Diversity and Equality Report”. This report provides a full account of service delivery monitoring data and employment monitoring data (as specified by the Equality Act 2010) for the period of a financial year. To date the report has produced data segmented by race, gender and disability, with some profiling by age. The 2011 report aimed to also provide some information in relation to sexual orientation and religion and belief as we have been collecting monitoring information on these two protected characteristics in service

delivery and employment for some time. However, we have had low levels of return and therefore it was not possible to undertake any analysis during this reporting period. Work is being undertaken to try and address these shortfalls in monitoring information.

The report identifies whether there are any differentials in outcome between groups. A “Strengths” and “Areas for Improvement” and a RAG (red, amber, green) rating is produced for each report highlighting areas of service delivery or employment practice where potential inequalities exist through less successful outcomes for minority groups. This reporting mechanism is scrutinised through the Strategic Management Team and feeds into equalities objectives and planning for the coming year. The Diversity Report is published on HPT’s Website (www.probation.hants.gov.uk).

In addition to the monitoring data, the report provides summary points of any other equalities information that has been gathered during the reporting period, for example the Staff Survey or the Offender Survey.

Appendix ii of this report contains the “Strengths and Areas for Improvement” information. A copy of the full report is available from our website: www.probation.hants.gov.uk. Section 2.1 and section 2.2 below provides a summary of the key results in service delivery and in employment.

3.1 Service Delivery Information

Table Three below identifies the profile of offenders commencing community orders during the reporting period up to March 2011. Table Four provides the same information for offenders on licence. This information gives us baseline data from which to evaluate representation of different groups of offenders on different requirements. The level of disability disclosure, or recording, has raised considerably over the last year, which is encouraging. Monitoring data is now at 95% for offenders in relation to race, gender and disability. There is low recording of sexual orientation and religion and belief, as previously mentioned.

Table Three:

COMMUNITY ORDERS

Race

OVERALL JUST OVER 7% OF OFFENDERS COMMENCING COMMUNITY ORDERS DURING THIS PERIOD, EXCLUDING LICENCE, WERE FROM MINORITY ETHNIC BACKGROUNDS.

Asian Bangladeshi = 0.2% (n = 14)
Asian Indian = 0.8% (n = 42)
Asian Other = 0.7% (n = 46)
Asian Pakistani = 0.3% (n = 19)
Black African = 1% (n = 53)
Black Caribbean = 0.9% (n = 43)
Black Other = 0.6% (n = 29)
Chinese = 0.1% (n = 7)
Mixed African = 0.2% (n = 14)
Mixed Asian = 0.1% (n = 8)
Mixed Caribbean = 1% (n = 58)
Mixed Other = 0.5% (n = 29)
White British = 89% (n = 4751)
White Irish = 0.5% (n = 28)
White Other = 3.4% (n = 191)
Other Ethnic Group = 0.6% (n = 34)

Refusal = 2

Missing = 137 (2.5%)

Gender

OVERALL, 16% OF OFFENDERS COMMENCING COMMUNITY ORDERS, EXCLUDING LICENCE, DURING THIS PERIOD WERE FEMALE.

Disability

27% OF OFFENDERS COMMENCING A COMMUNITY ORDER HAD DISCLOSED A DISABILITY – (a marked increase on last report)

Dyslexia = 3.8% (n = 202)
Hearing difficulties = 1.2% (n = 64)
Learning difficulties = 2.5% (n = 132)
Mental illness = 9% (n = 478)
Progressive Condition = 0.6% (n = 33)
Reduced mobility = 2.6% (n = 140)
Reduced physical capacity = 1.5% (n = 79)
Severe disfigurement = 0.02% (n = 1)
Speech impairment = 0.15% (n = 8)
Visual Impairment = 0.7% (n = 38)
Other = 7.6% (n = 401)
Refused = 3
No disability disclosed = 73% (n = 3686)
Missing = 8.6% (474)

Sexual Orientation

Only 22% of current commencements have sexual orientation data recorded. With this limited data the results show:

Bisexual – 1.3% (n = 19)
Gay/Lesbian – 2% (n = 30)
Heterosexual – 96% (n = 1385)

Other – 0.2% (n = 3)

Religion

Very low levels of recording were available for religion. Only 23 cases had a recoding for religion, 0.2%. For this reason there is no profiling available by religion in this report.

Age

18 – 24 = 2112 = 33%

25 – 34 = 2026 = 32%

35 – 44 = 1307 = 20%

45 – 54 = 707 = 11%

55 – 64 = 184 = 3%

65+ = 56 = 0.9%

COMMUNITY ORDER COMMENCEMENTS BY LDU (GENDER)

Hampshire – 15% female

Southampton – 17.6% female

Portsmouth – 16% female

COMMUNITY ORDER COMMENCEMENTS BY LDU (ETHNICITY)

Hampshire – 6.5% BME

Southampton – 11% BME

Portsmouth – 4.6% BME

Table Four:

LICENCE

OVERALL, 7.6% OF LICENCE COMMENCEMENTS DURING THIS TIME WERE FOR MINORITY ETHNIC OFFENDERS.

Asian Bangladeshi = 0.1% (n = 1)

Asian Indian = 0.4% (n = 4)

Asian Other = 0.4% (n = 4)

Asian Pakistani = 0.5% (n = 5)
Black African = 0.9% (n = 9)
Black Caribbean = 1.3% (n = 13)
Black Other = 1% (n = 10)
Chinese = 0.1% (n = 1)
Mixed African = 0.1% (n = 1)
Mixed Asian = 0.1% (n = 1)
Mixed Caribbean = 1.9% (n = 19)
Mixed Other = 0.3% (n = 3)
White British = 88% (n = 867)
White Irish = 0.7% (n = 7)
White Other = 3.3% (n = 34)
Other Ethnic Group = 0.4% (n = 4)

6% OF LICENCE COMMENCEMENTS WERE WOMEN OFFENDERS AND 94% WERE MALE.

22% OF LICENCE COMMENCEMENTS HAD DISCLOSED A DISABILITY

Dyslexia = 4.7% (n = 44)
Hearing difficulties = 0.8% (n = 8)
Learning difficulties = 3.6% (n = 34)
Mental illness = 7.6% (n = 71)
Progressive Condition = 0.6% (n = 6)
Reduced mobility = 2.3% (n = 22)
Reduced physical capacity = 0.8% (n = 7)
Severe disfigurement = 0
Speech impairment = 0.2% (n = 2)
Visual Impairment = 0.4% (n = 4)
Other = 5.1% (n = 48)
No disability disclosed = 88% (n = 725)

Summary of Key Points:

1. Gender

This reporting period showed a reduction in custodial proposals and disposals for women. There was a slight rise in short-term custody for women, following a three year downward trend (see Table One). This is an outcome that has been sought through a number of initiatives and strategic approaches across HPT for working with women offenders.

As per previous reports, women offenders are more likely than male offenders to successfully complete a community order and as/more likely

than male offenders to complete on all their requirements (other than programmes and Drug Rehabilitation Requirement), with continued particularly good results in Community Payback. Women are doing less well on some programmes except the drink impaired drivers programmes.

Since the last reporting period HPT has established, for all appropriate female offenders, access to a women specific programme. This is through a combination of in-house and commissioned provision. The completion rates for these programmes are around 80%.

This reporting period has seen a further decrease in the level of take up of offer of contact for male victims. There are still improvements to be made in relation to the gathering of diversity data for victim contact work and for the way in which contact is recorded.

2. Race

As per Table Two, we have seen a decrease in BME offenders receiving a custodial proposal or no proposal and there is now parity with White British offenders. There has been a drop of 50% in custodial disposals for BME offenders.

Minority ethnic offenders continue to have higher levels of successful completion of Community Orders than White British offenders, although there is variation between different ethnic groups. They also continue to have the same or better rates of completion than White ethnic groups in most requirements.

Minority ethnic offenders are doing well on programmes with the exception of a reduction of successful completions on IDAP (domestic abuse programme) and no referrals to COVAID. For the second year BME offenders do less well on ATRs (alcohol treatment).

3. Disability

27% of offenders disclosed a disability, an increase of 13% on last year's report which suggests improved reporting.

The three largest disability categories, dyslexia, learning difficulties, mental health, continue to be less likely to successfully complete orders although there are some improvements on last year's report. Those with these disabilities are also less likely to complete their requirements.

The introduction of disability data to approved premises monitoring shows that 25% of offenders who are admitted to an Approved Premise have disclosed a disability, the largest group being those with dyslexia and other learning difficulties, and those with a disability have a higher successful completion rate than those without.

Disabled offenders are doing well on Community Payback across all disability categories, including those with reduced mobility and reduced physical capacity, but again, not those with a learning difficulty.

Disabled offenders are well represented on programmes, especially those with learning difficulties and the results for this group of offenders are also largely positive.

3.2 Workforce Information

The Hampshire Probation Trust Board currently employs approximately 670 staff, including sessional staff. A full range of employment monitoring information was collated and analysed for the HPT Diversity Report 2011.

Hampshire Probation Trust monitors its staff representation in terms of gender, disability, ethnicity and age, with a commitment to having a staff group which is representative of the local population across grades. In terms of ethnicity according to 2001 Census data this is approximately 3.1%. Minority ethnic staff representation in Hampshire has consistently been on or in excess of this figure during the life time of its Race Equality Schemes, and minority ethnic management representation has consistently been above the proportionality target. We have a gender bias in terms of a higher proportion of female staff to male overall, and a proportionally higher level of male managers although this has shown a move towards proportionality over the course of our Gender Equality Scheme. Our number of staff who are disclosing a disability is currently at 14%.

We currently do not have a high level of returns for monitoring information in relation to sexual orientation and religion, although a programme of work is currently underway to increase that information.

Summary of Key Points:

4.5% of HPT staff are from minority ethnic backgrounds (local population 3.1%) with a continued over-representation of minority ethnic staff in management roles. BME applicants are proportional to Hampshire

populations and BME applicants are over-represented at interview. There is, however, an under-representation of BME staff in Probation Officer roles. Minority ethnic staff are slightly over-represented in receiving training. 3.8% of those who left HPT employment during the reporting period were from minority ethnic backgrounds, which is slightly under the staff proportion.

14% of HPT staff have disclosed a disability. This is lower than the estimated 20% working population. There is an under-representation of disabled staff at management level overall, although not for the SPO group. There is an under-representation of disabled applicants but an over-representation at interview, which is a good reflection of the guaranteed interview scheme. Disabled staff are almost proportionally represented in training places (13%). 12% of those who left HPT employment during the reporting period had disclosed a disability, which is slightly under the staff proportion.

A female bias to the staff group remains (73%). Male applicants are under-represented in job applications and are less likely to get an interview when applying for a post. Men are slightly under-represented in terms of training places received and a disproportional level of male staff leave HPT employment. However, all management posts continue to have male over-representation and this difference has increased for the SPO role.

There is a fairly even distribution of staff across the age ranges, although there continues to be a lower proportion of staff over the age of 56 and under the age of 26.

The sample size for promotions in this reporting period was too small for a meaningful analysis of differences across the equalities groups (3 staff). 2 staff were White British, 1 White Other, all three were female and none had disclosed a disability. The lack of male promotions in this time period is a shift from previous reports in which there has been male over-representation.

Gender Pay Gap:

HPT's Gender Pay Gap is 7%, a drop of 1% from the last report. Analysis across the 6 pay bands shows little difference between male and female FTE average earnings, other than females having a 12% higher than male average in pay band 2, where there are very few male employees, and a 2% higher average for men in pay band 3. This suggests that the overall 7% gap is explained through occupational segregation, with female staff more likely to be located in the lower pay bands than male staff. This is borne out by the analysis of gender and job roles. HPT is however aware that nationally set pay scales within pay bands are very long, which can indirectly lead to discrimination. This has been raised at a national levels.

Staff Survey:

Results of HPT staff survey 2010 show that 99% of respondents feel confident in applying principles of equality and diversity. All measures in the equality and diversity section score very highly, including implementation of the principles of equality and diversity.

Grievance and Disciplinary:

No grievance were raised by a minority ethnic member of staff out of the total of 16 formal grievances that were raised during the reporting period. No disciplinaries were undertaken on minority ethnic staff.

9 of the grievances were raised by disabled staff, 5 of these being about disability discrimination. One of these grievances was upheld and one partially upheld. Only one member of staff involved in disciplinary action had a disability.

Flexible Working:

241 staff work part-time (36%). 84% of part-time staff are female. During the reporting period, 11 people applied for flexible working patterns and had these approved.

Maternity:

20 women have taken maternity leave during the time period. Of these, five have now returned to work. All those who have reached the end of their maternity leave period have so far returned to work.

Section 4 – Procurement of services and Partnerships

Hampshire Probation Trust ensures that the general duties and other aspects of equalities legislation are met when the Trust delivers its functions, policies and activities through other agencies or providers. Contract specifications require bidders to make clear their credentials in terms of meeting equality requirements and this forms part of the assessment of those bids.

A specific equalities in procurement questionnaire and evaluation template has been developed, relevant to all equalities strands. This makes clear the need for parties to have a shared understanding of equalities policies and the

specific requirements of equalities duties and legislative responsibilities, with appropriate monitoring arrangements put in place to assess outcomes in terms of equality.

We aim to work with our partnership agencies, both in the Criminal Justice System and other bodies, including the third sector, in an environment that actively promotes and supports our commitments to equality and diversity. In this regard we continue to participate in joint initiatives and to influence as well as learn from those we work with in partnership. Important initiatives such as established through the Local Criminal Justice Board and the local authorities Equalities Network, that expressly aim to meet diversity and equality objectives relevant to all partners, will be fully supported. We also aim to identify agencies who can provide specific services for different groups, e.g. women offenders or offenders with learning disabilities, and work with these agencies to develop appropriate services.

Systems are in place to ensure that our staff are protected from any prohibited conduct from partner agencies when carrying out the work of the Trust.

Section 5 – Key Equality Priorities for the Year ahead

HPT is in the third and final year of its current Single Equality Scheme. The objectives and actions for this plan have been reviewed, see Appendix I. The key priorities for work during 2011-2012 that have been identified are as follows:.

1. Service Delivery

Monitoring Information:

We do not currently have monitoring capacity in relation to sexual orientation and religion or belief. These two characteristics have been added to the diversity assessment form, but they are not being inputted into the case record systems, suggesting that they are mostly left blank. Work will be done during this year to try and improve the gathering and recording of this information so that we have a more comprehensive set of results through which to evaluate our equalities performance.

Evaluation:

We have a number of specific interventions relevant to diverse groups – women’s programmes, support for offenders with dyslexia, support for offenders with Aspergers, this work needs to be properly evaluated so that we can learn and share our findings and continue to develop this provision.

Women Offenders (including transgender offenders):

HPT has 4 in-house women’s programmes. These have yet to have a full equality impact assessment. This will be carried out on each of the programmes in the coming year, aiming to address in particular issues of access to women from different ethnic backgrounds, transgender women and those with disabilities. The assessments will be used to further develop the programmes, where appropriate. In addition, further developmental work will be undertaken on these programmes to standardise them into a single programme that meets the quality assurance criteria developed by NOMS.

Working with children’s centres is a developmental area and we will continue during this coming year to nurture positive working relationships with such centres in different localities across the Trust.

Offenders with Specific Learning Difficulties:

The two current HPT projects working with offenders with dyslexia and Autistic spectrum disorders will be further developed during this coming year. Evaluations will take place with a view to wider roll out. In addition, further work will be undertaken with the CJS Autism Pathway group, gathering information from service users to get a better understanding of issues that these offenders have to face through their various stages of contact with the criminal justice system.

Black and minority ethnic offenders:

Three sets of results have identified priority areas of focus for BME offenders. The offender survey showed that Black British African offenders were more likely than any other group to say that they would like more help, with a particular emphasis on employment, housing, education and training. Further work will be undertaken to ensure that OMs are away of specific services for BME communities that may be valuable in helping assist with a range of needs, as well as ensuring that all service providers, internal and external, meet the needs of diverse groups.

Custodial proposals in the 2010 report were higher for BME offenders than for White offenders: 6.4% of BME offenders received a custodial proposal, compared to 3% of White British offenders. The results for 2011 have indicated a dramatic change in these results, with parity in proposal and disposal between BME and White British offenders. Further information will be produced to monitor this trend.

Minority ethnic offenders have for the last two reporting periods shown lower successful completion rates for an ATR. New providers have been established for both the ATR and for a SAR for alcohol, both of these will have an equality analyses undertaken and with a particular focus on race equality issues.

2. Employment

Monitoring:

Further work will be undertaken to address the shortfalls in monitoring information that we have for staff, particularly in relation to sexual orientation and religion or belief. This will provide a broader set of results for the Diversity Report of 2012. In addition, some further monitoring systems for key HR policies will be established, such as sickness absence management, and flexible working.

Equality Analyses:

In the current period of change the need for equality analyses of key policy and strategic decisions remains a priority area of focus. This reporting period has seen a review or development of many HR policies and practices and the need for equality analyses to be undertaken in a timely way. This need will continue into 2011-2012 and HPT will continue to manage this process to ensure equalities issues are integrated into all decision that are made.

Staff Support Networks:

With National Staff Associations facing cuts in their funding it is important that those local staff support networks that HPT has in place are providing as much support as possible for our staff. A priority focus therefore is to review the HPT support mechanisms for LGBT, BME and disabled staff and assist them in ensuring a good level of support when needed.

Staff with dyslexia:

The dyslexia staff network that is newly established has the potential to enhance the support provided for staff with dyslexia and to increase understanding between staff and managers. This coming year will provide the opportunity to further develop and consolidate this network.

Reasonable Adjustments and AT:

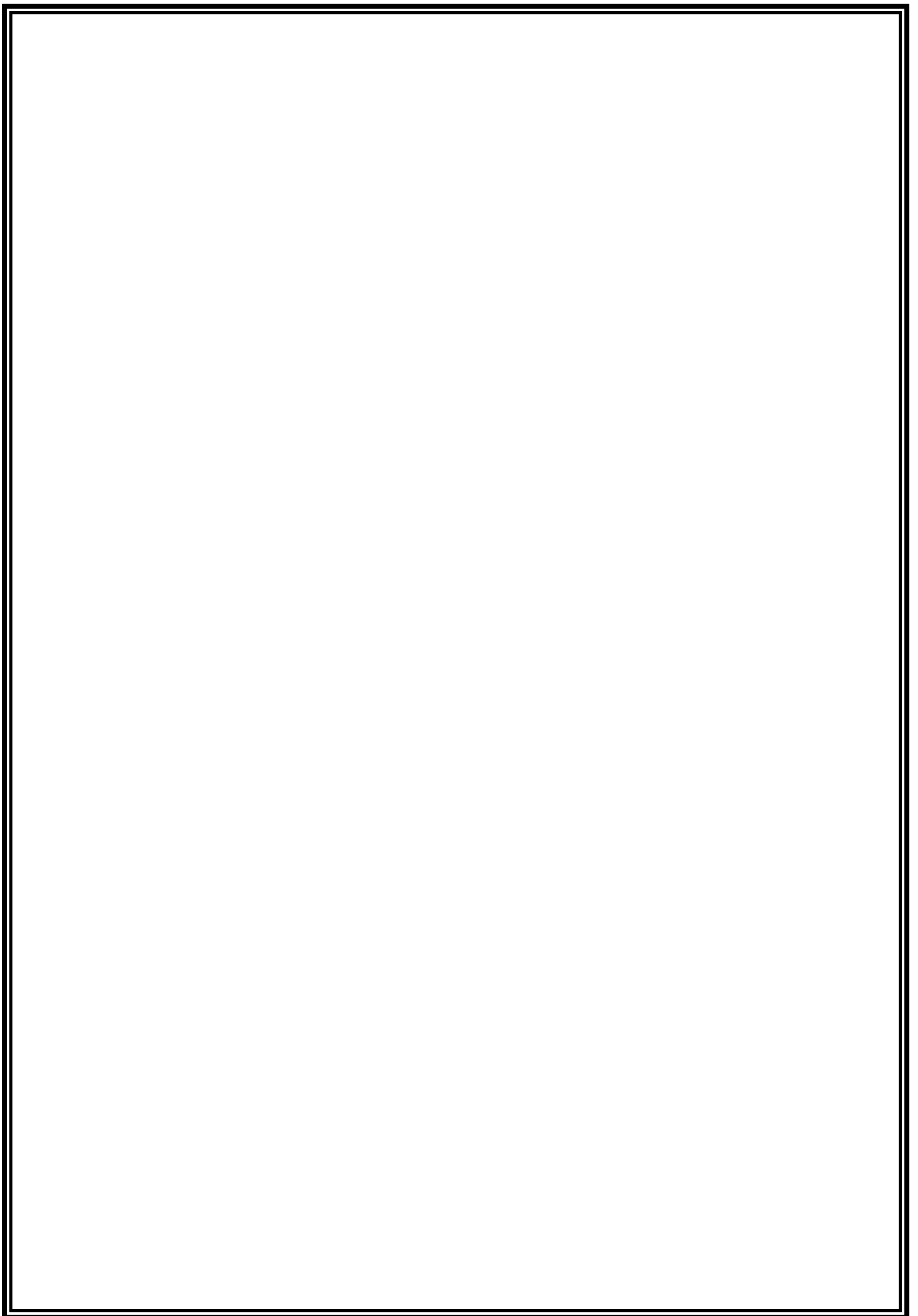
The improvements that have been achieved in the timeliness of implementing adjustments need to be built upon and further support and advice provided to AT users, particularly with a new case management system being introduced, which will be AT compliant.

Women into Management:

HPT wishes to continue to offer new and aspiring managers specific training through the OU Business School management course. In order to address the under-representation of female staff within first line management grades, particularly the SPO role, priority for places will be given to female applicants.

Staff representation among Pos

There is currently an under-representation of BME staff and male staff in Probation Officer roles. The new PQF framework will be sensitive to the need to address this imbalance.



Appendix I

Hampshire Probation Trust Single Equality Scheme Action Plan April 2009- March 2012

Progress Report Year 2 - March 2011

Outcome to be achieved	Actions	Dead-Line	Progress
1. Governance and Management			
<p>The Single Equality Scheme, its duties and progress review is supported by clear leadership and strategic approach</p>	<ul style="list-style-type: none"> ▪ Day to day operational management of the Scheme and AP will be undertaken by the Diversity Adviser who reports to the Director with lead responsibility for Diversity and Equality 	Ongoing	In place
	<ul style="list-style-type: none"> ▪ Risk Management procedures are in place and reviewed quarterly by Director with lead responsibility 	Ongoing	In place
	<ul style="list-style-type: none"> ▪ Board HR Group will review progress on Action Plan on a Quarterly basis 	Ongoing	Reviews undertaken
	<ul style="list-style-type: none"> ▪ Chief Officer's Management Team will review results and AP progress on an annual basis 	Ongoing	Review undertaken November 2010
	<ul style="list-style-type: none"> ▪ List of functions and policies 	Ongoing	Undertaken March 2011

will be reviewed and updated as part of the annual progress report

- Scheme will be reviewed and updated when the public sector equality duties are harmonised into one new duty covering all 9 equality strands.

Nov
2010

Scheme to be replaced by a Diversity and Equality Plan and Report from July 2011, containing all equalities information and evidence relevant to the duties, evidence of engagement and equalities analyses. This Scheme's objectives and action plan to remain in place until 2012, when review and new objectives identified.

Outcome to be achieved	Actions	Dead-line	Progress
<p>2. Employment</p> <p>The full range of employment monitoring required by the duties is in place and additional monitoring undertaken to cover other equality strands as appropriate</p>	<ul style="list-style-type: none"> ▪ Production of Diversity Report in July 2010 will cover all employment monitoring requirements, with additional consideration of age. This to be continued on an annual cycle. ▪ Monitoring to continue in relation to data segmented by race, gender and disability in monthly performance reports. ▪ Particular attention will be paid to increasing capacity to produce monitoring data in relation to training and appraisals ▪ Introduce reporting on the sexual orientation to staff monitoring information 	<p>July 10 And ongoing</p> <p>ongoing</p> <p>Oct 10</p> <p>Oct 10</p>	<p>2010 Report addressed race, gender and disability and some information on age. Need to introduce other monitoring around remaining “protected characteristics” that are relevant.</p> <p>Covered in monthly performance report</p> <p>Work has been done to improve returns of appraisals to HR which should see a higher level of reporting for 2011 Diversity Report.</p> <p>Added to Diversity monitoring form. Some data therefore now available for new staff, but need to update existing staff group. Plan to ask all staff to update their personal information in April 2011</p>

Outcome to be achieved	Actions	Dead-line	Progress
Monitoring is in place for additional key HR policies such as sickness absence management & flexible working	<ul style="list-style-type: none"> Ensure monitoring arrangements are in place for sickness absence management, flexible working and any other key HR policies that have undergone an EIA that is not covered by statutory monitoring requirements 	Sept 10	Monitoring of sickness absence management by disability put in place. All flexible working applications collated.
Minority ethnic staff are represented at all levels of the workforce and proportionally at management level.	<ul style="list-style-type: none"> Continue to support positive action measures for minority ethnic staff support and development (Black Staff Support Group, Mentoring if requested and the national accelerate programme) 	Ongoing	<p>Minority ethnic Staff Support and Consultative Group continues to meet on a monthly basis. Members sit on the Equalities Consultation Panel and meet with Chief Officer twice a year.</p> <p>Staff group at 4% with 10% of SPO's from minority ethnic backgrounds. Local population 3.5% in Census 2001 indicates good levels of representation.</p>
Disabled people are represented at all levels of the workforce and proportionally at management level.	<ul style="list-style-type: none"> Encourage disclosure of disability through staff training and supervision and appraisal process Continue to support positive action measures for disabled staff support and development (Support networks, guaranteed interview scheme, mentoring if requested) 	Ongoing	<p>Staff disclosure of disability at 13% in Diversity Report 2010. Plan to ask all staff to update personal HR information in April 2011.</p> <p>ongoing All positive action measures still in place</p>

Outcome to be achieved	Actions	Dead-line	Progress
Men and Women are represented at all levels of the workforce and in all areas of work, with particular reference to proportionality at management level	<ul style="list-style-type: none"> ▪ Implementation and monitoring of flexible working policy ▪ Increase information available on SPO role and job sharers offer development opportunities into such roles that are sensitive to gender issues 	<p>July 10</p> <p>Dec 10</p>	<p>Flexible working policy implemented. During reporting period there have been 11 staff who have applied and had flexible working arrangements approved.</p> <p>Running OU Business School management course for both new and aspiring managers. Priority given to female applicants.</p>
Support mechanisms are in place locally and nationally for staff from minority groups	<ul style="list-style-type: none"> ▪ Continue to promote and support staff's involvement with and attendance of conferences and other events of the staff associations (LAGIP, NDSN, ABPO, NAAPS, Faith Forum). Similarly support local networks. ▪ Black staff support group to run further seminars to discuss identified probation practice issues that are relevant to ethnicity and open these up to any staff member. ▪ Members of Black staff support group to participate in training events to raise awareness of the group and some of the key issues 	<p>Ongoing</p> <p>Dec 10</p> <p>Aug 10</p>	<p>Staff have attended conferences for the different staff associations in 2010 and have been supported by HPT to do so. Continued support for BSSCG and for regional events of LAGIP and NDSN. Both regional co-ordinators are HPT staff.</p> <p>Planning underway by BSSCG to run a seminar on Forced marriage and honour based violence.</p> <p>Not undertaken.</p>

Outcome to be achieved	Actions	Dead-Line	Progress
An effective system in place to deal with harassment of staff, service users and others	<ul style="list-style-type: none"> ▪ Raise awareness of harassment procedures, both formal and informal, through diversity induction training ▪ Monitor use of procedures for effectiveness 	ongoing July 10	<p>Harassment addressed in Diversity Induction training which has been rolled out every 3 months for new staff during 2010/2011. Also covered in training provided for managers and some staff on the Equality Act 2010.</p> <p>Harassment policy reviewed and updated in line with the Equality Act in November 2010.</p> <p>Harassment support staff identified and advertised.</p> <p>No formal cases of harassment on the grounds of a protected characteristic have been raised during 2010/2011.</p>
An effective & timely system is in place to identify, implement and review reasonable adjustments as appropriate for disabled staff	<ul style="list-style-type: none"> ▪ Co-ordinating role to provide oversight for the process of identifying and implementing adjustments ▪ Target of 12 weeks to be monitored ▪ New appraisal system to be used as part of adjustment review process 	Ongoing April 10 Ongoing	<p>Co-ordinating role continues and oversight has ensured all players remain in touch with process.</p> <p>9 access to work applications made during time period. 6 out of the 9 now have adjustments in place within the timeframe.</p> <p>Questionnaire sent to staff on appraisals and asked whether they felt that their needs had been reviewed as part of the process.</p>
<p>No disadvantage is experienced by pregnant staff and staff returning from maternity leave</p> <p>There is no gender pay gap that is related to pay discrimination</p>	<ul style="list-style-type: none"> ▪ Implementation of maternity policy ▪ Further pay review to be undertaken and action identified if appropriate 	Ongoing Sept 10	

Outcome to be achieved	Actions	Dead-Line	Progress
Full support for employees with care responsibilities with flexible working available at all levels of work	<ul style="list-style-type: none"> ▪ Continued system of care vouchers ▪ Implementation and monitoring of flexible working policy ▪ Implementation of special leave policy 	<p>Ongoing</p> <p>March 11</p> <p>Ongoing</p>	<p>As covered in previous section, policies in place and evidence of implementation.</p>
Transsexual people feel supported and valued as staff and potential staff with barriers to recruitment and retention identified and removed	<ul style="list-style-type: none"> ▪ Continue to promote the work of LAGIP in application packs ▪ Continue to populate the diversity database with information from A:Gender, including information for managers ▪ Integrate into Management Diversity induction training 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Leaflets on LAGIP continue to be sent out with application packs</p> <p>Information on database, covered in management equality induction training which is run every 3 months.</p>

Outcome to be achieved	Actions	Dead-Line	Progress
<p>Employment practice does not discriminate illegally on the grounds of age and action is taken to promote positive attitudes towards all age groups</p>	<ul style="list-style-type: none"> ▪ Continue to screen for age discrimination and maintain an approach which ensures opportunities are not negatively impacted by age ▪ Raise awareness through diversity induction training of age discrimination and the negative stereotypes and practices that can be attached to it ▪ Review procedures for helping staff plan for retirement and alerting staff to retirement dates so that this is a positive and well supported process 	<p>Ongoing</p> <p>Ongoing</p> <p>Sept 09</p>	<p>Data analysed on age profile of the current staff group. There is a lower representation of staff in the age group under 26. Age integrated in the equalities analysis process to ensure HR policies do not indirectly discriminate on the grounds of age.</p> <p>Age discrimination covered in diversity and equality training.</p> <p>Changes to legislation mean that HPT will no longer operate a retirement age. Planning for retirement events offered to staff.</p>
<p>3.Offender management, interventions and victims 95% of reports on Black and minority ethnic offenders contain a clear proposal</p>	<ul style="list-style-type: none"> ▪ Monitor as part of the Diversity Reporting System and feedback through performance management systems 	<p>July 10</p>	<p>Diversity report 2010 showed that 7% of BME offenders had no proposal, which is a slight increase. In addition, 6.4% of BME offenders had a custodial proposal compared to 3% of White British offenders, which is also an increase. An audit was therefore undertaken to ensure that the proposals were appropriate. The findings of this audit showed that there were some disparities in how proposals were recorded, resulting in some data quality issues, but for those BME offenders where there was no community penalty or other alternative offered the audit assessed that this was appropriate relevant to the nature of the offence.</p>
Outcome to be achieved	Actions	Dead-Line	Progress

Unclassified

Offender assessment, reports and sentence planning systems appropriately and effectively address diversity and equalities issues

- Further audit OASys and sentence plans to assess quality in terms of diversity
- Continue to provide offender managers with practice guidance and develop and update the diversity database as a practice resource
- Continue to provide an effective interpreting and translation service
- Review and develop the approach to ETE work to ensure equity of outcome for all groups

March 11
Ongoing
Ongoing
March 2010

Ensuring diversity and equality issues are addressed in sentence plans was covered by the OMI inspection and was no longer felt to be an area for improvement. Also addressed in the performance improvement project in sentence plans and it was assessed that managers were clear on what should be included around diversity in sentence plans. Further information provided for planned training programme.

Diversity database reviewed and updated on an ongoing basis.

Contract with Lingland maintained. All translations kept on system for easy access to existing translations and speedy access to interpreting and new translations.

Further work needs to be undertaken on ETE strategy.

Achieve parity of outcome between different ethnic groups in terms of all service delivery outcomes

- Continue to use performance monitoring data to evaluate outcomes across ethnic groups and take remedial action if negative differentials are identified

July 10

Diversity Report 2010 provided performance measures relevant to race, gender and disability. AFI's identified and will inform this current year's work.

Strategy implemented, Diversity Report 2010 shows performance improvement with no differentials remaining for BME or disabled residents.

Provision of services that are accessible to both men and women (including transsexual men and women) reflected in improving service outcomes in terms of gender

- Implement Approved Premises Diversity Strategy
- Implementation Of the women offender strategy action plan, including Women & Equality Liaison Officers role in the development of community resources
- Continue to support and develop further women only provision, including delivery

April 11
April 11

Continued implementation of the Women Offender Strategy with a range of women specific provision in place:

- Women's Programmes in Southampton, Portsmouth, Basingstoke and Fareham
- Partnership provision of a one-to-one programme for women in those areas where an in-house programme is not run.
- Reporting centre in Children centres in Fareham
- Partnership working with 3D in Southampton.

Unclassified

No offender is prohibited from accessing services through child care responsibilities

- of DRR's, and women's programmes.
- Implementation of the Women Offender's Strategy which has clear procedures for addressing childcare needs

- Women's services directory in place and maintained
 - Training delivered on working with women offenders.
- Ongoing Continued implementation.

Unclassified

Outcome to be achieved	Actions	Dead-Line	Progress
<p>We are meeting the needs of women and men as victims of domestic abuse and of those crimes covered by our victim contact work</p>	<ul style="list-style-type: none"> ▪ As part of the Women Offenders Strategy, continue to develop effective working with external providers of domestic abuse services and maintaining the new directory of Hampshire services ▪ Provide information on services for male victims within the directory ▪ Report on the feedback questionnaire for victim satisfaction of WSW work ▪ Implementation of the recommendations from the EIA on Victim Contact work in relation to ensuring access to male and female victims. 	<p>April 11</p> <p>July 10</p> <p>April 11</p> <p>April 11</p>	<p>Women’s services directory maintained and updated and services for male victims covered on the diversity database. March 2011 seminar run for staff on working with female perpetrators of domestic violence.</p> <p>Feedback questionnaire for WSW completed by 11 women. Results overwhelmingly positive with all respondents feeling that they benefitted from the service in a range of ways.</p> <p>Low take up rate for male victims was felt to be in relation to face-to-face contact. However, male victims more likely to take up offer of contact over the telephone and database hadn’t been able to record this. New system in place that will allow more comprehensive monitoring and this should show in next reporting cycle improvements in level of male victim take up of offer of contact.</p>
<p>We are identifying and responding to the diverse needs of those victims contacted by the Service and monitoring our victim contact work across equalities strands</p>	<ul style="list-style-type: none"> ▪ Continue to gather data from the Witness Contact Unit on all diversity needs and improve on the amount of ethnicity data available ▪ Use information from Victims survey to evaluate services to all groups and identify any areas for improvement in relation to diversity 	<p>July 10</p> <p>July 10</p>	<p>Diversity Report 2010 showed continued improvement in level of ethnicity data at 67% returns.</p>

Outcome to be achieved	Actions	Lead	Progress
<p>We are working effectively with all offenders with different disabilities, including those with learning difficulties such as ASD and dyslexia and mental health needs, identifying and implementing appropriate adjustments</p>	<ul style="list-style-type: none"> ▪ Undertake a further audit of assessments and sentence plans to ensure that disability is appropriately addressed where identified ▪ Deliver further sentence planning training that addresses the integration of diversity issues, including disability ▪ Continue with specific initiatives to improve services to offenders with ASD, ADHD, Mental Health needs and Dyslexia ▪ Continue to work with specialist agencies for specific disabilities to enhance our provision, e.g. learning disability teams, MENDOS, HAS 	<p>CM</p> <p>CS</p> <p>SB</p> <p>CM</p>	<p>OMI did not raise concerns about assessments and sentence plans in relation to disability specifically, or diversity in general, although internal audit did still show some gaps in coverage.</p> <p>Further training being rolled out on sentence planning with full coverage of how to address diversity issues, including learning needs and learning styles, in the process of assessment and sentence planning. This has also been integrated into Quality Assurance methods.</p> <p>Hampshire LDU engaged specific services of an Aspergers support worker who is working alongside OMs to support their work with offenders on the spectrum.</p> <p>Work with the Hampshire Autistic Society as part of a CJS project to develop an "autism passport" for offenders on the spectrum. System to be launched April 2011</p> <p>Pilot undertaken for working with offenders with dyslexia that has provided some data on level of need. Proposals for joint working with Hampshire Dyslexia Association.</p> <p>Launch of the HPT learning difficulties and disabilities services directory.</p>
<p>Our work with offenders and victims is sensitive to sexual diversity and ensures that the way our work is delivered is relevant and appropriate</p>	<ul style="list-style-type: none"> ▪ Commence reporting on offender outcomes by sexual orientation. 	<p>CM</p>	<p>Assessment information gathered but not able to generate reporting information for Diversity Report 2010.</p>

Outcome to be achieved	Actions	Dead-Line	Progress
<p>We are working effectively with perpetrators and victims of hate crime, managing risk and offering relevant interventions</p>	<ul style="list-style-type: none"> ▪ Continued roll out of hate crime strategy and training in programme, relevant to all forms of hate crime. ▪ As part of above, emphasise the need to relate to offenders as potential victims of hate crime and the process that are in place for offering advice on support and action. Particular attention to be paid to disability related hate crime as this is recognised as the least reported form of this type of crime. 	<p>March 11</p>	<p>Programme of Team visits to disseminate information about the hate crime strategy and the Diversity Awareness Pack for offenders who have discriminatory attitudes and behaviour. Emphasis on presentation on both offenders as victims and offenders as perpetrators and the use of the pack in addressing hate crime.</p> <p>Information on hate crime available on the diversity database.</p>
<p>We are sensitive to diversity of religion and belief and offer appropriate services that do not disadvantage or exclude any group on the basis of their beliefs</p>	<ul style="list-style-type: none"> ▪ Provide OM's with information on support services for Hate Crime. ▪ Continue to include religious belief as part of the offender diversity assessment and commence reporting by religion in Diversity Report 2010. 	<p>July 10</p>	<p>Religious belief included in the Diversity Assessment and recorded on case management systems. Not able to run reports for the Diversity Report 2010.</p>
<p>5. Procurement, partnerships and stakeholders Through robust procurement methods equality is integrated into</p>	<ul style="list-style-type: none"> ▪ Continue to implement the equality and diversity 	<p>March 11</p>	<p>Tool in place. Review to be undertaken.</p>

the assessments of all potential commissioned services and in their evaluation and review.

Our work with partnership agencies from all sectors is founded on shared commitments to equality & diversity, with HPA seeking to influence and where possible participate in shared initiatives.

assessment tool for commissioned services and audit for effectiveness

- Implement new stakeholder engagement strategy and its LDU action plans
- Continue to identify appropriate agencies to enhance our provision for women
- Continue to identify providers who many enhance our provision for other minority groups

July 11

Approach has not been for individual LDU's to develop action plans. However, each LDU Director has reported back to the Stakeholder Engagement Group on how they have implemented the Strategy. Strategic partnership working more developed than third sector.

Ongoing

Third sector services directories in place for women offenders, offenders from different religious backgrounds, minority ethnic backgrounds and those who experience some type of learning difficulty.

Ongoing

Ongoing

Addressed in Diversity Policy and Strategy (updated February 2011)

- Ensure that a robust and transparent internal process is in place to handle and manage any discriminatory actions experienced by our staff when working with partner agencies

Completed

Outcome to be achieved	Actions	Dead-line	Progress
<p>6. Involving and Consulting People Decisions around policy, procedures and equalities work draw on the involvement and consultation of minority groups, with a particular focus on ensuring women and disabled people are involved.</p>	<ul style="list-style-type: none"> ▪ Continue to maintain and develop the Equalities Consultation panel, ensuring representation from as wide a number of groups as possible ▪ Run at least annually, a staff focus group on race, disability and gender equality to allow staff to input into the review of the scheme and other key policies ▪ Run at least annually a disabled offender survey and a disabled staff survey to provide a continual flow of consultative information ▪ Use other audits, surveys and inspection material that has equalities information to further inform (e.g. offender survey, victims survey, programmes feedback) ▪ Work with external specialist agencies to develop policy relevant to specific groups, with particular reference to our current relationships with agencies working with women, those from minority 	<p>Ongoing</p> <p>July 11</p> <p>July 10</p> <p>July 10</p> <p>Ongoing</p>	<p>Panel continues to meet bi-monthly. 20 members. Training recently provided to members on Equality Act 2010. Recruitment drive March 2011 to try and attract some more staff to either join the panel or to attend a one-off equality focus group to input into the review of equality objectives.</p> <p>Offender survey and staff survey identifies those who have a disability and data is segmented to take account of their views. Focus group for staff with dyslexia held in January 2011. Offender interviews for those offenders from minority groups planned during April and May 2011.</p> <p>Other information available through the programmes feedback survey which has just been updated and CP feedback.</p> <p>Continued joint working to develop our approach for those offenders on the autistic spectrum with Hampshire Autistic Society. Work with Women's Wisdom to develop approach for women offenders. Research such as that on minority ethnic offender's resettlement used.</p> <p>Consultation undertaken through the Equalities Consultation panel, which includes representation from the BSSCG, ABPO, Unions, LAGIP, NDSN, on the further development of our equalities work during meetings in December 2010 and February 2011.</p>

Unclassified

ethnic offenders and different disabilities.

- Consult with minority staff ongoing associations, including our Black Staff Support Group, and unions on the development and review of this Scheme

Unclassified

Outcome to be achieved	Actions	Dead-Line	Progress
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7. Screening and Impact Assessing our Work

All new and existing policies and procedures have undergone an Equality Impact Assessment, covering all six equality strands, in a prioritised system of relevance

- Managers with responsibility for developing and/or implementing new policies, strategies and procedures work with the Diversity Adviser to undertake initial screening and full EIA impact assessment where appropriate. These will be prioritised against system of identification of relevance and proportionality. Programme of work should ensure that no assessments take longer than 3 months to implement once identified as relevant

Ongoing

16 Equality Impact Assessments undertaken April 2010-March 2011

All existing policies and procedures have a reviewed EIA if the policy or procedure is amended or reviewed

- The same process, as above, is applied to reviewed policies, strategies and procedures

Ongoing

As above.

Unclassified

travellers

Unclassified

Outcome to be achieved	Actions	Dead-Line	Progress
<p>Our diversity assessment systems for offenders captures all relevant information, including disability information, so that appropriate ways of working can be identified and put in place</p>	<ul style="list-style-type: none"> Continue to use our diversity and equality monitoring assessment for offenders and review effectiveness of capturing information annually 	<p>March 11</p>	<p>Diversity assessment addresses all diversity needs and is undertaken on all offenders at court stage.</p>
<p>A wide variety of data and information is produced in order to assess effectively how certain actions will and do affect certain groups</p>	<ul style="list-style-type: none"> Extend data gathering beyond monitoring to include carrying out bespoke equalities audits and surveys relevant to disability, women and ethnicity Continue to develop the Service users group Run a series of staff equalities seminars Use other surveys that provide segmented data for evaluative purposes 	<p>March 11</p> <p>March 11</p> <p>March 11</p>	<p>Other methodologies in place – offender survey, victim survey, offender focus groups planned.</p> <p>Southampton User Group still in place but no further groups developed as yet.</p> <p>Staff invited to attend Equalities Panel for the purpose of a one-off consultation event but no take up from any additional staff.</p> <p>Use of other research, such as that on resettlement needs of BME offenders undertaken by Clinks.</p>
<p>Performance measurement on the effectiveness of our</p>	<ul style="list-style-type: none"> Await NOMS guidance in relation to a single standard 	<p>September 10</p>	<p>Not currently being addressed by NOMS. No single equality standard yet in place.</p>

Unclassified

approach to disability
equality is also achieved
through the Employer's
Forum Disability Standard

Unclassified

Outcome to be achieved	Actions	Dead-line	Progress
<p>Performance measurement on the effectiveness of our approach to sexual diversity is achieved through participation in the Stonewall Workplace Equality Index</p>	<ul style="list-style-type: none"> ▪ Await NOMS guidance in relation to a single standard 	<p>September 10</p>	<p>Not currently been addressed by NOMS. No single equality standard as yet in place.</p>
<p>Monitoring in terms of age is introduced into current equalities monitoring and reporting in order to provide evidence of outcomes in relation to this equalities strand</p>	<ul style="list-style-type: none"> ▪ Integrate into 2009-2010 Diversity Report 	<p>July 10</p>	<p>Not integrated into 2010 report. Consideration given to possibility for 2011 report.</p>
<p>Systems are in place to scrutinise the results of monitoring and other evaluative exercises in order to use information to improve performance</p>	<ul style="list-style-type: none"> ▪ Continue to use equality information in the monthly performance report which is scrutinised by the senior management team 	<p>Ongoing</p>	<p>This continues for race, gender and disability.</p>
	<ul style="list-style-type: none"> ▪ Continue to produce the Diversity Report annually which is scrutinised by the management team and used to review progress 	<p>Ongoing</p>	<p>Diversity Report 2010 produced for race, gender and disability.</p>

Outcome to be achieved	Actions	Dead-line	Progress
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9. Premises

Nobody has difficulties accessing or using any of our services through buildings that are not accessible to all. This includes our approved premises

- Continue with managed approach to those buildings not deemed as fully accessible ensuring all relevant managers are aware of plan through induction training
- Implementation of the Approved Premises diversity strategy, including reviewing accessibility for disabled offenders

Ongoing Approach remains in place

March 11 Implementation undertaken. Diversity Report 2010 shows proportional levels of offenders with a disability being admitted to AP's and their successful completions are higher than for those offenders without a disability.

10. Training

Board members are trained in Equality Impact Assessments and duties

All staff are trained in the general and specific duties, and other equalities legislation, and what this means in relation to their particular work roles

- Run training event for any new Board members
- All new staff to receive diversity and equality induction training and disability equality training within 6 months of joining HPT.

As reqd None required during reporting period.

Ongoing Training continues to be run on a three month rolling programme for both disability and diversity induction.

Outcome to be achieved	Actions	Dead-Line	Progress
All managers have appropriate management training on diversity and equality, including undertaking equality impact assessments	<ul style="list-style-type: none"> ▪ All new managers to receive management equalities induction training within 6 months in role. ▪ Training to be delivered to those managers with responsibility for developing policy and strategy on undertaking EIA's 	Ongoing	Management equality training run on a three month rolling programme.
Training and awareness raising events provide staff with the opportunity to develop their knowledge of different religions	<ul style="list-style-type: none"> ▪ Continue to provide information through the diversity database ▪ Continue to run training on religion and culture for programmes teams as needed ▪ Provide information on access to community based training opportunities in relation to religion ▪ Use community speakers for teams where felt valuable. 	<p>As reqd</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Not required during reporting period.</p> <p>Diversity database reviewed and updated during reporting period.</p> <p>No further sessions have been run during reporting period.</p> <p>Information disseminated as appropriate.</p> <p>Speaker on Gypsy and Traveller communities attended several team events during reporting period.</p>

Outcome to be achieved	Actions	Dead-Line	Progress
<p>Staff's knowledge and practice is further developed by focused training in key diversity areas</p>	<ul style="list-style-type: none"> Annual programme of training that looks at specific diversity issues to be delivered according to need (dyslexia, ASD, mental health, gypsy and traveller communities, transgender issues and any other issues that are identified as valuable to look at in more depth) 	<p>Ongoing</p>	<p>Training provided on dyslexia, learning difficulties, working with women offenders, gypsy and traveller communities, mental health.</p>
<p>Staff's knowledge is reinforced and updated through regular briefings and team based events</p> <p>11. Publishing, communicating and reviewing our Scheme</p>	<ul style="list-style-type: none"> All teams to have at least one visit per year from the Diversity adviser to provide refresher and update session 	<p>March 10</p>	<p>Equality and Liaison Officer role has meant that teams are being visited at least once a year to have feedback and keep up engagement with range of diversity projects.</p>
<p>All staff are aware of the Single Equality Scheme, the equality duties and their relationship to their roles</p>	<ul style="list-style-type: none"> Addressed in Diversity Induction Training & summary information given to all staff. 	<p>Ongoing</p>	<p>As covered in training section.</p>

Outcome to be achieved	Actions	Dead-line	Progress
<p>The Single Equality Scheme, monitoring results and the results of EIA are published</p>	<ul style="list-style-type: none"> ▪ Publication of the reviewed Scheme AP by April 2010 	April 10	All relevant information has been published on HPT's Website and on the Diversity Database on the intranet system.
	<ul style="list-style-type: none"> ▪ Information made available on EIA assessments and monitoring results on website and intranet system as produced. 	Ongoing	
	<ul style="list-style-type: none"> ▪ Other methods to be used as appropriate – e.g. Probation Report and staff newsletter 	Ongoing	
<p>The Single Equality Scheme is reviewed and republished on a 3 year cycle and the action plan is reviewed annually.</p>	<ul style="list-style-type: none"> ▪ Diversity Adviser to lead on annual review of action plan and HPT functions 	March 11	Undertaken
	<ul style="list-style-type: none"> ▪ Diversity Adviser to lead on 3 year review of scheme 	March 12	Scheme to be replaced with a slightly abbreviated reporting and planning system as per the requirements of the Public Sector Duty of the Equality Act 2010
<p>A range of different communication methods ensure access to information for all stakeholders</p>	<ul style="list-style-type: none"> ▪ Promote availability of all publications in different languages and formats upon request 	Ongoing	Review of HPT website currently being undertaken.
	<ul style="list-style-type: none"> ▪ Ensure HPT's Internet Website continue to provide effective access to information about services 	Ongoing	

Appendix ii

Section One: Summary – Strengths and Areas for Improvement

STRENGTHS	AREAS FOR IMPROVEMENT
<p>Data Availability</p> <ol style="list-style-type: none"> 1. There is now a high level of monitoring data available for offender and employment measures in terms of race, disability and gender 2. Increase in level of recording of disability for offenders (27%), with learning difficulties and mental health needs remaining the largest categories. 3. Considerable improvement in ethnicity data for Victim Contact (88%) 	<p>Data Availability:</p> <ol style="list-style-type: none"> 1. Although there is now some data for religion and sexual orientation, both in service delivery and employment, the proportion of available data remains too low for any meaningful analysis. 2. Still gaps in disability data for victim contact 3. Still low levels of recording of dyslexia 4. Would be valuable to have further HR monitoring capacity, especially in relation to capability policy and more service delivery outcome measures
<p>Service Delivery Race:</p> <ol style="list-style-type: none"> 1. The number of BME offenders with a custodial proposal (3%) and 'no proposal' (5%) has decreased by 50%. Now have parity with White British offenders. 2. There is a marked decrease in custodial disposals for BME offenders (18.5%, the lowest in four years) 3. Minority ethnic offenders continue to have higher levels of successful completion of orders and higher levels of requirement completions, especially in Community Payback. 4. Higher levels of successful completion for BME offenders in ART. I-sex offender TP, Thinking Skills 5. Higher levels of successful completion of Drug Rehabilitation Requirement (DRR) 6. BME offenders are over-represented in terms of qualifications gained 7. BME offenders have higher levels of successful completion rates for Approved Premises. 8. BME offenders have slightly higher levels of compliance than White ethnic groups, a return to positive results following last year's downturn. 9. BME Prolific and Priority Offenders (PPOs) have higher levels of successful completion of orders 	<p>Service Delivery Race:</p> <ol style="list-style-type: none"> 1 Some minority ethnic groups do less well than others in terms of successful completion of orders (Mixed Caribbean, Black Other, Asian Bangladeshi) 2. Minority ethnic offenders do less well on Drink Impaired Drivers (DID), Sex offender group programme and IDAP (Integrated Domestic Abuse Programme) 3. In the Offender Survey, Black British offenders were the most likely group to say that they needed more help, particularly in relation to Employment, Training & Education (ETE) and housing. 4. In the offender Survey, BME offenders were slightly less likely to have an overall positive survey result than White British Offenders

Service Delivery Gender:

- 1.The proportion of female offenders going to custody continues to reduce – now at 6%
- 2.As per last four year’s reporting, women are more likely than men to successfully complete their orders.
- 3.Women are more likely than men to complete all their requirements, with the exception of the Breach SAR.
- 4.Women have high levels of successful completion for the Thinking Skills programme
- 5.The successful completion rates for the women’s programmes is high
- 6.Female offenders continue to have higher levels of compliance

Service Delivery Gender:

1. There are lower levels of completion of the breach SAR for women, on which they’re over-represented.
2. There are lower levels of completion on some programmes – DID, ART
3. Women are over-represented on DRRs but continue to have lower levels of completion.
4. There are lower levels of gaining qualifications for women or gaining employment
5. Male victims are considerably less likely to take up offer of victim contact
6. Offender Survey showed higher levels of positive feedback from women than from men.

Service Delivery Disability:

- 1.There is parity of outcome of proposal/disposal between offenders with and without a disability
- 2.Offenders with a disability do well on Community Payback (with the exception of learning difficulties) and on some programmes (Sex offender programmes, ART, DIDs)
- 3.There has been an increase in successful completion rates for disabled offenders in Approved Premises.
- 4.Positive results for offenders with a disability in the employment measure
5. Offender survey, which did not disaggregate disability categories, showed little difference in positive responses between those offenders with a disability and those without (however, previous data which had looked specifically at learning difficulties had showed poor positive responses for this cohort)

Service Delivery Disability:

- 1.Offenders with a disability are slightly less likely to complete orders. The three largest disability categories of dyslexia, learning difficulty and mental health all have lower completion rates, the most marked being learning difficulty.
- 2.Lower levels of completion rates are also apparent in many requirements, including the Breach SAR, DRRs, ETE, supervision and community payback. Results 10%-20% lower for those with a learning difficulty.
- 3.Disabled offenders have lower completion rates on Thinking Skills, Covaid and IDAP programmes.
- 4.Disabled offenders are less likely to have gained a qualification.

Employment Results Race:

- 1.HPT has an over-representation of minority ethnic staff, including within management roles.
2. 7% of job applicants and interviewees are from minority ethnic backgrounds, which is an over-representation. Minority ethnic staff are under-represented amongst those leaving employment. No grievances were raised during the reporting period for

Employment Results Race:

- 1.There is an under-representation of BME staff in PO roles and there are currently no BME PQF students.

minority ethnic staff and they are over-represented in attendance at training.

3. Overall, very positive results for minority ethnic staff.

Employment Results Gender:

1. There is now gender proportionality in Senior Management roles

2. There has been a further fall in the gender pay gap to 7%. There is no evidence that this figure is related to any pay discrimination, but there is clear evidence of occupational segregation.

3. All those who reached the end of the maternity leave during the reporting period have returned to employment. All staff who applied for flexible working patterns were accommodated and HPT currently has 36% of its staff group working part-time.

Employment Results Gender:

1. Female bias has increased by 0.5%. 27% of workforce is male. 29% of applicants to HPT are male. However, 42% of leavers are male. PQF currently has a 39% male participation.

2. Men are under-represented in training.

3. Continued over representation of men in management roles.

4. Male staff have a trend of being more likely to face disciplinary action.

Employment Results Disability:

1. Although there is a low level of disclosure of disability at application stage, there is a higher proportion of disabled applicants being interviewed.

2. There is proportional representation of disabled staff in management roles, except for in Senior Management positions.

3. Disabled staff are not over-represented as leavers of HPT, or in any disciplinary action. There is proportionality in relation to accessing training.

Employment Results Disability:

1. Disclosure of disability at 14% remains under the 20% estimate of the adult working population. Dyslexia remains the largest disability amongst staff. This could be either a lower representation of disabled staff in HPT or a recording problem.

2. There is very low disclosure of disability at application stage (6%)

3. 9 out of the 16 formal grievances (56%) were raised by disabled staff. Five of these were linked to claims of disability discrimination.

Employment Results Age:

1. There is a fairly even distribution of staff across the age ranges, although there continues to be a lower proportion of staff over the age of 56 and under the age of 26.

Employment Results Age:

1. 25% of job applicants are under the age of 25, but only 4% of the current staff group fall into this age range. 21% of applicants are over the age of 55, but only 10% of those who get an interview are in this age range.

Unclassified

Unclassified