

PROBATION SERVICE HAMPSHIRE PROBATION TRUST

EQUALITY IMPACT ASSESSMENT

Section Two: Full Impact Assessment

This “Equality Impact Assessment” documents the outcome of a full impact assessment on the specified function, policy or procedure, addressing the equalities strands of: Race, Gender, Disability, Sexuality, Faith and Age. It is to be completed, published as specified, and appended to policy and/or strategy documents.

1. Function Name, Policy or Procedure:

Review of the delivery of Accredited Programmes within HPT

2. Aims and Approach of Function/Policy/Procedure – Programmes review

The aim is to make changes to the way that accredited programmes are delivered in Hampshire, in order to demonstrate that delivery is as cost effective as possible within a Best Value review framework. The review has made recommendations to reduce cost, key of which was to increase the percentage of staff time spent on delivering programmes, setting an expectation that tutors deliver 5 sessions per week, reducing the time spent by all staff on other tasks.

The recommendations of the review are as follows:

- That we have 3 integrated GOB/IDAP teams, each with a single FTE Programme Manager, based at each of the 3 programme delivery sites.
- Streamlining the delivery of psychs tests and integrate them into programme delivery for GOB and IDAP
- All facilitators TMs, pschs and admin based at each site will be line managed by that team’s PM (except staff linked to the SOTP team who will be managed by the SOTP manager)
- All facilitators are set a target of 5 programme sessions/working week (pro rata for PT staff). This will lead to a reduction in the number of facilitators needed in each team.
- DV facilitators should not regularly undertake more than 3 IDAP sessions/week (RESPECT criterion)

- All facilitators to have a primary and a secondary specialism.
- Staff who are not willing to work in IDAP for personal reasons will be able to work in 2 or more GOB programmes
- The Programme Manager role will include liaison with OM teams, courts and other relevant agencies in the local 'catchment' area (including MARACs, MAPPAs where appropriate) as well as defined lead responsibilities within Programme Management Group such as programme development.
- Scheduling to be undertaken jointly across all 4 teams to ensure best use of staff and premises. On occasion, this could mean that staff are required to deliver programmes or provide cover in delivery sites other than their base.
- Retention of a specialist SOTP team working across the whole Trust, with a separate Programme Manager and Treatment Manager.
- Reduction of 1 FTE facilitator in the SOTP team
- PM takes on line management of the psych and admin posts as well as the facilitators and Treatment Manager.
- Facilitators are set a target of 5 programme sessions/working week. Most will be specialist work, including -1 iSOTP sessions, but each staff member will have an identified secondary programme specialism and will be expected to deliver a number of GOB sessions in a year (scheduled in advance). This could include the delivery of TSP to sex offenders.
- Given that the team will be smaller, there will be an expectation that all members of the team, whether FT or PT, are expected to deliver at least one Foundation Block a year, scheduled in advance.

3. What data/information is available & does it suggest differential impact for any of the groups identified as part of the impact assessment process?

(A range of different data may be used for this section – e.g. internal monitoring data, national reports/research, locally commissioned reports/audits/research, results of previous consultations/workshops, statistical data such as census data, Home Office Statistics)

Data is available on the current programmes officer staff profile in relation to gender, race, disability and part-time/full-time work status.

There are currently 27 programmes officers for the GOB/IDAP programmes. 6 of these officers are male and 21 female. 2 officers are from a minority ethnic background and 2 have disclosed a disability. 15 of the current staff group work part-time. Women are over-represented in part time working. There are currently 6 officers for the SOTP, 5 female and 1 male. Only one member of this group works part time.

In respect to this EIA, there is no more data in relation to staffing that is relevant.

If there are gaps in data provision how are these to be addressed in order to inform a full EIA?

4. What consultation has been undertaken, with whom?

(include here information on who has been consulted, the purpose of the consultation and how it was carried out)

Preliminary consultation was carried out with staff, prior to the recommendations that frame this EIA. There has been consultation with the Unions and the Equalities Consultation Panel (made up of a diverse staff group, Union representatives, external community representatives and members of the Black Staff Support Group). This EIA reports on the findings of the Equalities Consultation Panel.

5. What are the main findings of the consultation undertaken (what positive or negative impacts were identified for any of the different groups)?

- A key equalities issue raised was how the allocation of programme delivery sessions was to be made across the staff group. With 5 sessions to be delivered for each member of full time staff (pro-rata for part-time) the requirement to work unsocial hours will increase with the potential for this to have a differential impact on staff in relation to gender, disability and religion. Evening and weekend work may be a preference for some staff and for others its imposition will have a detrimental effect. In order for these changes not to disadvantage certain groups of staff a consultation programme with clear proposals needs to be implemented to have a full picture of individual staff's abilities to work to the new system. From this position a system can be established which takes into consideration staff needs and can try and avoid imposing working patterns that will be detrimental.

- If a decision is made that full time staff should work a proportion of their hours within the unsocial hours time frame, it is potentially detrimental to part-time staff not to pro rata the proportion.

- Any rota system agreed should provide adequate notice of change of working pattern for staff so that they have the opportunity to make necessary adjustments in order to concord with this requirement. There exists the potential for disadvantage for those with care responsibilities if inadequate notice is given.

- The health & safety issue of late night working without the provision of on-site parking remains to be addressed. Female staff having run a group are particularly vulnerable leaving office buildings late at night to get to car parks some distance away or to use public transport. Feedback was that moving the car from the car park to the office is not a solution because often there are still no spaces at the end of the day and because catch-up sessions and room preparation do not leave staff with the time to move the car.

6. Does this policy have the potential to cause unlawful discrimination, exclusion of some groups of people from its benefits or lead to negative relations?

As outlined above, the recommendations, as they stand, have the potential to disadvantage part-time staff, who are predominantly female, and different staff who may have diversity needs that require consideration in defining working patterns.

7. What measures have been identified in order for the policy/procedures to achieve its aims without risking any adverse impact?

Consideration of the feedback from the Equalities Panel was given by Director of HR and the Operations Manager with responsibility for Programmes. The response, and where appropriate, action to be taken is as follows:

- Management have set up both collective and individual meetings with Unions and staff members in order to be fully informed as to any individual difficulty any employee may have meeting a changed working pattern. The process of planning for the changes includes making reasonable adaptations where there are clear diversity implications.
- The management proposal is for a maximum number of unsocial sessions. This would apply equally across p/t and f/t staff. Management acknowledge that this may impact disproportionately on p/t staff in that they may do a higher proportion of their sessions in unsocial hours than f/t staff. However, this is believed to be objectively justifiable in terms of business need, whereby the bulk of the sessions will now be weekends and evenings.
- Management have made a proposal to increase the amount of notice of change given with regards to rotas. However, it also needs to be noted that management may have to require staff to give more notice of annual leave requests, in order to be able to honour this commitment.
- Management have sought feedback from local business support managers, who have confirmed that there is parking space in office car parks after 5.00 p.m. so there is a facility for staff to move their cars to be in an office car park on the evening of a late finish if they wish. Risk assessments have been done. All offices also have adjacent car parks that staff may use in the evenings. If, as stated, some staff are choosing to park at some distance in order to avoid local car park charges, then while HPA can issue general guidance on health and safety, the responsibility for getting to and from the place of work lies with the employee, not the employer and staff will need to recognise that they do have a responsibility for their own health and safety.

8. What action is now to be undertaken?

Some proposal adjustments have been made, as detailed above, which address the concerns of the Equalities Consultation Panel. These will be taken forward and further assessments will be undertaken should any changes or additions to these proposals be made.

9. Monitoring arrangements and review process

Review systems are in place for the implementation of the new delivery procedures.

10. How results will be published

This EIA will be published on HPT's Intranet and its website.

Signature of Policy Lead

Position

Date