

**NATIONAL PROBATION SERVICE
HAMPSHIRE AREA**

RACE EQUALITY SCHEME

IMPACT ASSESSMENT FORM

1. Function/Policy Name:

Implementation of Offender Management Model

2. Aims and Approach of Function/Policy

The Offender Management model provides a basis on which to build end-to-end offender management across Prison and Probation, reducing fragmentation and dislocation for the offender. The model is an entire approach to service delivery in which an Offender Manager is responsible for deciding what services will be delivered to a user. In order to target Offender Management resources on where they can be most effective, cases will be allocated on a tiering system 1-4, with tier 4 cases being the most demanding in terms of risk and needs, supervised by PO's. Moving down the tiers, PSO's will become Offender Managers.

Key roles for the Offender Management Model are **Offender Manager, Offender Supervisor, Case Administrator and Key Worker.**

Offender Management implementation in Hampshire has been structured through establishing a Project Board, Project Team and Project Manager. The Project Board has set up work streams focusing on **Offender Management Structure, Personnel/Training, Information Technology, Communications, Processes and Performance and Quality.** The work streams are made up of cross grade groups of staff who meet at least monthly, aiming to ensure input and consultation from as wide a staff group as possible. The main objective of the Project are:

- 1) To plan workforce against projected workload
- 2) To update and revise existing policies to fit with Offender Management
- 3) To revise and update job descriptions for Offender Management

- 4) To ensure all staff have an understanding of Offender Management
- 5) To ensure relevant staff are trained to deliver Offender Management
- 6) To ensure information systems support Offender Management and put in place a communication strategy
- 7) To revise processes for Offender Management
- 8) To put in place a quality monitoring and assurance framework for Offender Management.

3. What data is Available & Does it Suggest Differential Impact Between Racial/Ethnic groups?

Due to the nature of this Project there is no existing data available, but the Project is assessed as having the potential for high impact.

4. What changes are needed to remove any adverse impact (either approach or implementation considerations)?

The approach that has been taken to address the impact on race equality is for the Project Manager and the Diversity Adviser to work closely to monitor the progression of the project and the potential for inequalities as they arise. An initial assessment of all the objectives contained within each of the roles of the work streams indicated that the main source of concern was around ensuring any staff restructuring required by the project was sensitive to all equalities issues. This will be addressed through existing policies and procedures which are founded on strong principles of diversity. Any changes to existing policies and procedures will be equally screened and consulted on from an equalities perspective.

All Work stream Leads are aware of the impact assessment process and will report any areas of work as the project is delivered that they feel may have an adverse impact.

5. What consultation has been undertaken and what are the results of this?

The Offender Management Model and Implementation Action Plan were discussed at the July 2005 meeting of the Race Equality Consultation Panel. At this stage panel members did not raise any concerns about negative impact either for minority ethnic staff or offenders. However, it was agreed that further consultation would be undertaken as the project is rolled out. This will be achieved through dialogue with the Race Equality Consultation Panel and the Black Staff Support Group.

6. Decisions taken on the basis of the impact assessment and measures to implement.

To monitor and review implementation through regular contact between the Project Manager and the Diversity Adviser and through feedback from the Work streams.

7. Monitoring arrangements and review process

8. How results will be published

Signature of Policy Lead

Position