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**Hampshire Probation Trust Single Equality Scheme Action Plan
Year One Progress Report: March 2010**

Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Progress and Outcomes
1. Governance and Management					
The Single Equality Scheme, its duties and progress review is supported by clear leadership and strategic approach	<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 ▪ Risk Management procedures are in place and reviewed quarterly by Director with lead responsibility ▪ Board HR Group will review progress on Action Plan on a Quarterly basis ▪ Chief Officer's Management Team will review results and AP progress on an annual basis ▪ List of functions and policies will be reviewed and updated as part of the annual progress report 	<p>CS</p> <p>CS</p> <p>CS</p> <p>CS</p> <p>CS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>1 – 11</p> <p>1 – 11</p> <p>1 – 11</p> <p>1 – 11</p> <p>1 - 11</p>	<p>In place and operating</p> <p>In place and operating</p> <p>In place and operating</p> <p>Review being undertaken to be considered by COMT</p> <p>Undertaken March 2010</p>

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2. Employment					
The full range of employment monitoring required by the duties is in place and additional monitoring undertaken to cover other equality strands as appropriate	<ul style="list-style-type: none"> ▪ Production of Diversity Report in July 2009 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 ▪ Further consultation will be undertaken prior to a decision to add sexual orientation to staff monitoring information 	<p>DK</p> <p>DK</p> <p>CS</p> <p>JB</p>	<p>July 09 And ongoing</p> <p>Ongoing</p> <p>Oct 09</p> <p>Oct 09</p>	<p>1 – 11</p> <p>1 – 11</p> <p>1, 2, 3, 4, 5, 9, 10 & 11</p> <p>Not applicabl e</p>	<p>Report produced for April 2008-March 2009 covering employment monitoring requirements</p> <p>In place</p> <p>Some data produced but still need further appraisal monitoring information and widen scope of training monitoring.</p> <p>In place – sexual orientation now included an information being inputted onto personnel system.</p>

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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 	CS	Sept 09	1 – 11	Not yet been put in place
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) 	CS	ongoing	1 & 2	<p>Black staff support group in place. Regular review meetings with Chief Office and supported by Diversity Adviser.</p> <p>Diversity Report 2008-2009 showed that HPT has 4% staff from a minority ethnic background (Hampshire and Isle of Wight BME population was 3% in 2001 Census). 14% of Senior Probation Officers are from minority ethnic groups and 9% of the management group overall, an over-representation in both cases.</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) 	CS	Ongoing	4, 5, 6, 7 & 8	In place. Diversity Report 2008-2009 showed 14% disclosed a disability, a 2% increase on previous year.
		CS	Ongoing	4, 5, 6, 7 & 8	All support mechanisms in place. 5.6% of applicants in the last reporting period disclosed a disability but 15% of those interviewed had done so showing that disabled applicants are more likely to get an interview. Under-representation of disabled staff in promotions and SPO positions.

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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"> ▪ Launching of new flexible working policy ▪ Increase information available on SPO role and offer development opportunities into such roles that are sensitive to gender issues 	CS	July 09	10 & 11	Launched July 2009, but no monitoring yet in place. Women into Management workshop was run in October 2009 with 12 women attending. Further workshops planned for 2010
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 	CS	Ongoing	1, 2, 3, 4, 6, 8,9 10 & 11	<p>Conferences and membership advertised through HPT intranet. Those staff who wished to attend conferences were supported in doing so.</p> <p>Continued support of the Black Staff Support Group</p> <p>Assistance with developing support group for Christians in Probation.</p> <p>Black Staff Support Group hosted a Seminar on Hate Crime in September 2009, attended by 20 Probation staff</p> <p>Still under discussion</p>
		CS	Dec 09	1, 2, 3	
		CS	April 10	1,2,3	

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Progress and Outcomes
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 	CS	April 10	1, 5, 11	In place. Diversity Induction training run on a 12 week cycle, training up to 16 staff at each session. Training programme and manual updated July 2009
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"> ▪ Embed the 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 	CS	Sept 09 April 10 Ongoing	4, 6, 7, & 8	Diversity Adviser now co-ordinating. Process map produced for all stakeholders in the process of getting adjustments in place. Monitoring now in place. Not all staff achieved adjustments within the 12 week period. Appraisal system in place. Not yet able to monitor quality of these reviews
No disadvantage is experienced by pregnant staff and staff returning from maternity leave	<ul style="list-style-type: none"> ▪ Implementation of maternity policy 	CS	Ongoing	10 & 12	In place and operating
There is no gender pay gap that is related to pay discrimination	<ul style="list-style-type: none"> ▪ Further pay review to be undertaken and action identified if appropriate 	CS	Sept 10	10 & 12	Not yet undertaken

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Progress and Outcomes
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 ▪ Launch and implementation of flexible working policy ▪ Implementation of special leave policy 	CS	Ongoing May 09 Ongoing	10 & 12	In place and operating In place and operating although monitoring processes not yet established. As above
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 	CS CS CS	Ongoing Ongoing July 09	10 & 12	In place and operating Information provided on database Management training run on a quarterly basis

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Progress and Outcomes
Employment practice does not discriminate illegally on the grounds of age and action is taken to promote positive attitudes towards all age groups	<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 	CS	Ongoing	Not applicable	Integrated into the Equalities Impact Assessment Process. 6 HR policies had an EIA in this first year of action plan.
		CS	Ongoing	Not applicable	Integrated into training. Rolling programme every quarter with up to 15 staff trained at each session. Programme and manual updated July 2009
		CS	Sept 09	Not applicable	<p>Course on retirement planning available to staff approaching retirement age.</p> <p>Not yet reviewed approach to alerting staff of retirement dates.</p>
3.Offender management, interventions and victims					
95% of reports on Black and minority ethnic offenders contain a clear proposal	<ul style="list-style-type: none"> ▪ Monitor as part of the Diversity Reporting System and feedback through performance management systems 	DK	July 09	1 & 2	Diversity Report 2008-2009 95% of reports on minority ethnic offenders had a clear proposal.

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	
Offender assessment, reports and sentence planning systems appropriately and effectively address diversity and equalities issues	<ul style="list-style-type: none"> ▪ 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 	DK	March 10	1 – 11	<p>Audit of OASys and Sentence plans undertaken in October 2009. Concerns still remain about the recording of diversity actions. To be addressed through working group.</p> <p>Additional practice guidance provided to OM's on working with women offenders, perpetrators of hate crime, different types of learning difficulty, mental health needs.. These also supported through training.</p>
Achieve parity of outcome between different ethnic groups in terms of all service delivery outcomes	<ul style="list-style-type: none"> ▪ Continue to use performance monitoring data to evaluate outcomes across ethnic groups and take remedial action if negative differentials are identified ▪ Review Approved Premises Diversity Strategy 	DK	July 09	1 & 2	<p>Diversity Report 2008-2009 showed that minority ethnic offenders achieved better results than white offenders on all outcome measures except for completions of ART and IDAP programmes, successful completions within AP's and take up of offer of contact of victims. This will be addressed in the forthcoming year.</p> <p>Approved Premises have reviewed their Diversity Strategy and implementation should impact upon results as above.</p>
Provision of services that are accessible to both men and women (including transsexual men and women) reflected in	<ul style="list-style-type: none"> ▪ Implementation Of the women offender strategy action plan, including Women Liaison Officers role in the development of 	DK	April 10	10 & 11	<p>Women Offender Action Plan implementation has progressed. New initiatives include 4 in-house Women Programmes across all LDU's, roll out of Women's Wisdom partnership programme</p>

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<p>improving service outcomes in terms of gender</p>	<p>community resources</p> <ul style="list-style-type: none"> ▪ Continue to support and develop further women only provision such as the Women's Programmes in Basingstoke and Southampton, Alcohol programme for women, women's empowerment programme 				<p>across all LDU's, training on working with women offenders, developing practice event for OM's working on women's programmes, women's service directory, "meet and greet provider" events. Workshops and guidance on working with women on Community Payback, development of a resource package on self-esteem and confidence (training provided). Women Liaison Officer post retained for a further year and further areas of developmental work identified and planned for.</p>
<p>No offender is prohibited from accessing services through child care responsibilities</p>	<ul style="list-style-type: none"> ▪ Implementation of the Women Offender's Strategy which has clear procedures for addressing childcare needs 	<p>DK</p>	<p>Ongoing</p>	<p>10 & 11</p>	<p>Implementation of strategy and integration into training and briefings. The links established with Children's Centres have improved ability to assist with childcare arrangements.</p>

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Progress and Outcomes
We are meeting the needs of women and men as victims of domestic abuse and of those crimes covered by our victim contact work	<ul style="list-style-type: none"> ▪ As part of the Women Offenders Strategy, increase effective working with external providers of domestic abuse services and provide staff with a comprehensive directory of Hampshire services ▪ Provide information on services for male victims within the directory ▪ Develop feedback questionnaire for victim satisfaction of WSW work ▪ Use monitoring and feedback evaluation from Victims Contact Unit to evaluate take up of offer of contact by gender and satisfaction on service, to ensure we are delivering a service accessible to both men and women. 	DK	April 10	10 & 11	<p>Electronic Women's Services Directory completed and teams briefed on its use. Domestic abuse services contacted and listed for across all LDU's.</p> <p>Information on services for male victims identified and added to diversity database.</p> <p>Questionnaire in place and data being compiled. Awaiting first report.</p> <p>Monitoring data from Victim Contact Unit shows that the offer of contact is more likely to be taken up by women than men (22% of women take up contact compared to 15% of men). Service user feedback is being gathered to inform of service satisfaction. Monitoring systems do not include all forms of take up e.g. telephone contact, and so this will be added to check that men are not more likely to phone.</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	<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 	SB	July 09	1, 2, 4, 5, 6, 7, 10 & 11	<p>Diversity Report 2009 showed improvements in the recording of ethnicity data from 31% in the previous report to 63% in the current reporting period.</p> <p>No disability data was available.</p> <p>Number of referrals is low for minority ethnic</p>

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	survey to evaluate services to all groups and identify any areas for improvement in relation to diversity			6, 7, 10 & 11	victims and none of them accepted the offer of face to face contact. Women/men results as above. A further EIA has been undertaken on the service to address these issues. Further work to be undertaken by the team as a result of the recommendations of the EIA.
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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Progress and Outcomes
<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 	CM	Sept 09	4, 6, 7 & 8	<p>Audit of OASys and Sentence plans undertaken in October 2009. Concerns still remain about the recording of disability actions. To be addressed through working group.</p>
	<ul style="list-style-type: none"> Deliver further sentence planning training that addresses the integration of diversity issues, including disability. 	CS	Sept 09	4, 6, 7 & 8	<p>Sentence planning training continues to be rolled out and diversity issues are integrated.</p>
	<ul style="list-style-type: none"> Continue with specific initiatives to improve services to offenders with ASD, ADHD, Mental Health needs and Dyslexia. 	DK	Dec 09	4, 6, 7 & 8	<p>Diversity Report 2009 showed that there continues to be some lower levels of successful completion for those with learning difficulties. Strategy for working with offenders with learning difficulties and disabilities produced. Some initiatives already underway e.g. training on dyslexia, autism, leaflets and other guidance made available for OM's, participation with other CJS agencies in designing an autism passport;</p>
	<ul style="list-style-type: none"> Continue to work with those agencies specialising in services for specific disabilities to enhance our provision, e.g. learning disability teams, MENDOS, HAS 	CM	Ongoing		<p>New initiative engaging with Improving Access to Psychological Therapy project. 2 IAPT staff providing a drop in clinic at Southampton offices for offenders with mental health needs. This fits well with the already establish Health Trainer role and is another example of good partnership working to meet needs of offenders.</p>

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					Meet and greet events planned for summer 2010 which will allow further develop working relationships between local OM teams and specialist agencies.
Our work with offenders and victims is sensitive to sexual diversity and ensures that the way our work is delivered is relevant and appropriate	<ul style="list-style-type: none"> ▪ Review and relaunch practice manual on working with LGBT offenders 	CM	Dec 09	Not applicable	<p>Manual reviewed and launched in October 2009.</p> <p>Diversity induction training covers issues of sexual diversity. Programme and manual updated July 2009.</p> <p>Sexual orientation now added to the Offender Diversity and Equality Assessment.</p>

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We are working effectively with perpetrators of hate crime, managing risk and offering relevant interventions	<ul style="list-style-type: none"> ▪ Review and relaunch hate crime strategy, including offering further training 	CM	March 10	1,3,5, 6,7,10	<p>Hate Crime Strategy reviewed and re-launched October 2010</p> <p>Training delivered on the use of the Diversity and Prejudice Awareness Programme produced by London Probation Trust and licence purchased to use pack, Feb 2010</p> <p>Further cascade training planned for 2010/2011</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	<ul style="list-style-type: none"> ▪ Continue to include religious belief as part of the offender diversity assessment and undertake a sample case audit for completion and appropriate planning 	CM	March 10	Not applicable	<p>Religious belief added to the offender diversity and equality assessment.</p> <p>No audits yet undertaken.</p>
5. Procurement, partnerships and stakeholders					
Through robust procurement methods equality is integrated into the assessments of all potential commissioned services and in their evaluation and review.	<ul style="list-style-type: none"> ▪ Continue to implement the equality and diversity assessment tool for commissioned services and audit for effectiveness 	SB	March 0	1, 2, 4, 6, 7, 10 & 11`	Tool in place. Audit not yet undertaken.
Our work with partnership agencies from all sectors is founded on shared	<ul style="list-style-type: none"> ▪ Implement stakeholder engagement strategy and action plan 	DR	July 10	1 – 11	Strategy reviewed, updated and EIA'd December 2009 with action plans for each LDU integrated into 2010/11 business plans.

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<p>commitments to equality & diversity, with HPA seeking to influence and where possible participate in shared initiatives.</p>	<ul style="list-style-type: none"> ▪ Continue work with LCJB public confidence group on joint equalities initiatives 	DR	Ongoing	1 – 11	<p>Work undertaken with the Hampshire Equality Network (network of Strategic Partners) to develop good practice in undertaking EIA's. No current LCJB equalities initiatives that HPT involved with.</p> <p>As above, WLO role continues to identify and develop working relationships with providers for female offenders. This particular piece of work is now to be extended to other groups of offenders, particularly those with learning difficulties. Information provided on BME support workers available for BME offenders with mental health needs.</p> <p>Process reviewed as part of HPT Diversity Policy and Strategy June 2009</p>
	<ul style="list-style-type: none"> ▪ Continue to identify appropriate agencies to enhance our provision for women 	DK	Ongoing	10 & 11	
	<ul style="list-style-type: none"> ▪ Continue to identify providers who may enhance our provision for other minority groups ▪ 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 	SB	Ongoing	1, 2, 3, 4, 5, 7, 9	

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6. Involving and Consulting People					
<p>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 	<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p>	<p>Ongoing</p> <p>March 10</p> <p>March 10</p> <p>March 10</p> <p>Ongoing</p>	<p>1, 2, 3, 4, 6, 8, 9, 10, 11,</p> <p>1, 2, 3, 4, 6, 8, 9, 10, 11,</p> <p>1, 2, 3, 4, 6, 8, 9, 10, 11,</p> <p>1, 2, 3, 4, 6, 8, 9, 10, 11,</p> <p>1, 2, 3, 4, 6, 8, 9, 10, 11,</p>	<p>Equalities Panel meets on a bi-monthly basis (more frequently if necessary) and currently has 24 members drawn from staff and local community</p> <p>Not yet undertaken</p> <p>Not yet undertaken</p> <p>Offender Survey 2009 (including diversity analysis) Women Offender Survey 2009 Offender Focus Group 2010 (disability) Women's Programme Evaluation Women's Wisdom Evaluation</p> <p>Working relationships with range of external specialist providers e.g.: MIND Raise! Hampshire Autistic Society</p>

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	<p>agencies working with women, those from minority ethnic offenders and different disabilities.</p> <ul style="list-style-type: none"> ▪ Consult with minority staff associations, including our Black Staff Support Group, and unions on the development and review of this Scheme 	<p>JB</p>	<p>Ongoing</p>	<p>1, 2, 3, 4, 6, 8, 9, 10, 11,</p>	<p>Dyslexia Action/Hampshire Dyslexia Assoc. Women's Wisdom Muslim Council Lingland Third Sector "meet greet events" in Southampton, Basingstoke and Winchester Further work being undertaken to scope and work alongside third sector providers</p> <p>Both bodies participate in the Equalities Consultation Panel on a bi-monthly basis</p>
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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	<ul style="list-style-type: none"> ▪ 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 	CS	Ongoing	1 – 11	During the first year of this action plan 17 Equality Impact Assessments have been completed and published. All have been undertaken within the specified time frame.
All existing policies and procedures have a reviewed EIA if the policy or procedure is amended or reviewed	<ul style="list-style-type: none"> ▪ The same process, as above, is applied to reviewed policies, strategies and procedures 	CS	Ongoing	1 – 11	Policy and strategy reviews have made up a large proportion of the 17 EIA's undertaken during the first year of the Action Plan.

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<p>8. Gathering information, data collection and analysis and performance management</p>					
<p>The full range of employment & service delivery 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"> ▪ Continue to produce the annual diversity report, covering equality strands of race, gender disability and age, with further consideration given to gathering monitoring information on the grounds of sexuality and religion. Report to address all employment and service delivery monitoring. ▪ Extend employment monitoring to include key HR policies such as sickness absence, flexible working, vacancy management 	DK	August 09	1 - 11	<p>Annual Diversity Report for period 2008-2009 produced. Employment monitoring information provided on all defined legislative monitoring requirements in relation to race, gender and disability. Information is now being gathered from staff on sexual orientation on monitoring form.</p> <p>Not currently got in place monitoring arrangements for key HR policies.</p>
<p>Ethnic monitoring systems for employment and service delivery capture white minority ethnic groups and gypsies and travellers</p>	<ul style="list-style-type: none"> ▪ Adjustments to be made to ethnic monitoring systems following revision of census categories or changes in NOMS directive 	DK	March 11	1 – 3	Not yet actioned

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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	<ul style="list-style-type: none"> ▪ Continue to use our diversity and equality monitoring assessment for offenders and review effectiveness of capturing information annually 	DK	March 10	1, 2, 3, 4, 6, 7, 8, 10 & 11	<p>Offender diversity and equality monitoring form reviewed and updated. Information on sexual orientation, religion, specific learning difficulties, care responsibilities and nationality added.</p> <p>Increased capacity will be assessed as part of diversity report 2009-2010</p>
A wide variety of data and information is produced in order to assess effectively how certain actions will and do affect certain groups	<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 	DK DK DK DK	March 10 March 10 March 10 March 10	1 – 11 1 – 11 1 – 11 1 - 11	<p>Alongside Diversity Report we have undertaken a Women Offender Survey, an Offender Survey segmented by race, gender and disability, audit of OASys and sentence plans, offender focus group drawn from the Service Users Group.</p> <p>Service Users Group continues to run. Looking to replicate in other LDU's. Has run an "Alcohol Awareness Day" for other offenders. Also participated in team building events, presentation skills training, talks to young adults and teenagers in danger of offending as identified through the Safer Communities Team. They attend the weekly new offender induction sessions.</p>
Performance measurement on the effectiveness of our approach to disability equality is also achieved through the Employer's Forum Disability Standard	<ul style="list-style-type: none"> ▪ Participate in the Employer's Forum disability standard assessment by 2010 	DK	September 10	4, 6, 7, 8 & 9	<p>Advice from NOMS that given the push towards single equality schemes, it is preferable rather than adopting multiple standards which measure different things in different ways a single "standard" should be produced. We have been advised to await this development, which may accompany the single equality bill.</p>

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Performance measurement on the effectiveness of our approach to sexual diversity is achieved through participation in the Stonewall Workplace Equality Index	<ul style="list-style-type: none"> ▪ Participate in the Stonewall Workplace Equality Index by 2010 	DK	September 10	Not applicable	Advice from NOMS that given the push towards single equality schemes, it is preferable rather than adopting multiple standards which measure different things in different ways a single “standard” should be produced. We have been advised to await this development, which may accompany the single equality bill.
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	<ul style="list-style-type: none"> ▪ Integrate into 2008-2009 Diversity Report 	DK	July 09	Not applicable	Age monitoring was not integrated into the 2008-2009 report but will be addressed in the 2009-2010 reporting period.
Systems are in place to scrutinise the results of monitoring and other evaluative exercises in order to use information to improve performance	<ul style="list-style-type: none"> ▪ Continue to use equality information in the monthly performance report which is scrutinised by the senior management team ▪ Continue to produce the Diversity Report annually which is scrutinised by the management team and used to review progress 	DK	Ongoing	1, 3, 4, 5,6, 10 & 11	<p>Performance report provides segmented data in relation to KPI's</p> <p>Diversity Report produced for 2008-2009. Race, gender and disability in employment and service delivery outcome measures reported on. Future development to include age, sexual orientation and religion or belief.</p>

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9. Premises					
<p>Nobody has difficulties accessing or using any of our services through buildings that are not accessible to all. This includes our approved premises</p>	<ul style="list-style-type: none"> ▪ Continue with managed approach to those buildings not deemed as fully accessible ensuring all relevant managers are aware of plan through induction training ▪ Revision of the Approved Premises diversity strategy, including reviewing accessibility for disabled offenders 	SB	Ongoing	4, 5, 6 & 7	Integrated into Diversity Induction Training, Disability Training and Managers Diversity and Equality Training.
		SB	March 10	4, 5, 6 & 7	Approved Premises Diversity and Equality Strategy reviewed. All programmes and manuals reviewed and updated.
10. Training					
Board members are trained in Equality Impact Assessments and duties	<ul style="list-style-type: none"> ▪ Run training event for Board members 	CS	Sept 09	1 – 11	Board training delivered October 2009
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	<ul style="list-style-type: none"> ▪ All new staff to receive diversity and equality induction training and disability equality training within 6 months of joining HPA 	CS	Ongoing	1 – 11	Training delivered on a quarterly basis both Induction training and Disability training. Programme and manuals updated.

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Outcome to be achieved	Actions		Dead-line	General Duty Covered	Progress and Outcomes
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 	CS CS	Ongoing March 10	1 – 11	Quarterly training provided Not yet undertaken
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. 	CS CS CS	Ongoing Ongoing Ongoing Ongoing	Not applicable	Up-to-date information on different religions and festivals available on diversity database and EPIC. No training delivered during this first year. Training opportunity advertised for staff on local Muslim awareness raising training. No current take up. No speakers organised during this first year.

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Progress and Outcomes
Staff's knowledge and practice is further developed by focused training in key diversity areas	<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) 	CS	Ongoing	1 – 11	During time period training has been provided through: Best Practice Conference with workshops on Women Offenders and Autism Training days x2 on women offenders Training days x3 on Autism Dyslexia training day and team based training Mental Health training x5 Hate Crime Training
Staff's knowledge is reinforced and updated through regular briefings and team based events	<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 	CS	March 10	1 – 11	Diversity Adviser and/or Women and Equality Liaison Officer has visited all teams at least once during time period.
11. Publishing, communicating and reviewing our Scheme					
All staff are aware of the Single Equality Scheme, the equality duties and their relationship to their roles	<ul style="list-style-type: none"> ▪ Information to be given out through the Team Brief system in April and leaflet sent to all staff ▪ Addressed in Diversity Induction Training 	JB JB	April 09 Ongoing	1 – 11	Put in place Has been integrated into Diversity Induction Training

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Progress and Outcomes
The Single Equality Scheme, monitoring results and the results of EIA are published	<ul style="list-style-type: none"> ▪ Publication of Scheme on HPA website and intranet by end of March 2009 ▪ Information made available on EIA assessments and monitoring results on website and intranet system as produced. ▪ Other methods to be used as appropriate – e.g. Probation Report and staff newsletter 	DK	March 09	1 – 11	In place
The Single Equality Scheme is reviewed and republished on a 3 year cycle and the action plan is reviewed annually.	<ul style="list-style-type: none"> ▪ Diversity Adviser to lead on annual review of action plan and HPA functions ▪ Diversity Adviser to lead on 3 year review of scheme 	CS	March 10	1 – 11	In place
A range of different communication methods ensure access to information for all stakeholders	<ul style="list-style-type: none"> ▪ Promote availability of all publications in different languages and formats upon request ▪ Ensure HPA's Internet Website continue to provide effective access to information about services 	DR	Ongoing	1 – 11	In place
		DK	Ongoing	1 – 11	In place – website reviewed and updated during time period.

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

(Updated March 2010 following first annual review. New actions identified in blue)

Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender or gender identity	Disability	Sexuality	Age	Religion and belief
1. Governance and Management										
The Single Equality Scheme, its duties and progress review is supported by clear leadership and strategic approach	<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 	CS	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> ▪ Risk Management procedures are in place and reviewed quarterly by Director with lead responsibility 	CS	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> ▪ Board HR Group will review progress on Action Plan on a Quarterly basis 	CS	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> ▪ Chief Officer's Management Team will review results and AP progress on an annual basis 	CS	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> ▪ List of functions and policies will be reviewed and updated as part of the annual progress report 	CS	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓

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	<ul style="list-style-type: none">▪ Scheme will be reviewed and updated when the public sector equality duties are harmonised into one new duty covering all 7 equality strands.	CS	Nov 2010	1 - 11	✓	✓	✓	✓	✓	✓
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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Race	Gender or gender identity	Disability	Sexuality	Age	Religion and belief
2. Employment										
The full range of employment monitoring required by the duties is in place and additional monitoring undertaken to cover other equality strands as appropriate	<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. 	CF	July 10 and ongoing	1 – 11	✓	✓	✓		✓	
	<ul style="list-style-type: none"> Monitoring to continue in relation to data segmented by race, gender and disability in monthly performance reports. 	CF	Ongoing	1 – 11	✓	✓	✓			
	<ul style="list-style-type: none"> Particular attention will be paid to increasing capacity to produce monitoring data in relation to training and appraisals 	CS	Oct 10	1, 2, 3, 4, 5, 9, 10 & 11	✓	✓	✓			
	<ul style="list-style-type: none"> Introduce reporting on the sexual orientation to staff monitoring information 	CS	Oct 10	Not applicable				✓		

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Race	Gender or gender identity	Disability	Sexuality	Age	Religion and belief
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 	CS	Sept 10	1 – 11	✓	✓	✓		✓	
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) 	CS	Ongoing	1 & 2	✓					
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 	CS	Ongoing	4, 5, 6, 7 & 8			✓			
	<ul style="list-style-type: none"> Continue to support positive action measures for disabled staff support and development (Support networks, guaranteed interview scheme, mentoring if requested) 	CS	Ongoing	4, 5, 6, 7 & 8			✓			

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Race	Gender or gender identity	Disability	Sexuality	Age	Religion and belief
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 	CS	July 09	10 & 11		✓				
	<ul style="list-style-type: none"> Increase information available on SPO role and job sharers offer development opportunities into such roles that are sensitive to gender issues 	CS	Dec 09	10 & 11		✓				
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. 	CS	Ongoing	1, 2, 3, 4, 6, 8,9 10 & 11	✓		✓	✓		✓
	<ul style="list-style-type: none"> 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. 	CS	Dec 10	1, 2, 3	✓					
	<ul style="list-style-type: none"> Members of Black staff support group to participate in training events to raise awareness of the group and some of the key issues 	CS	Aug 10	1,2,3	✓					

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender or gender identity	Disability	Sexuality	Age	Religion and belief
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 	CS	Ongoing	1, 5, 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> Monitor use of procedures for effectiveness 	CS	July 10	1, 5, 11	✓	✓	✓	✓	✓	✓
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 	CS	Ongoing April 10 Ongoing	4, 6, 7, & 8			✓			
No disadvantage is experienced by pregnant staff and staff returning from maternity leave	<ul style="list-style-type: none"> Implementation of maternity policy 	CS	Ongoing	10 & 12		✓				
There is no gender pay gap that is related to pay discrimination	<ul style="list-style-type: none"> Further pay review to be undertaken and action identified if appropriate 	CS	Sept 10	10 & 12		✓				

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender or gender identity	Disability	Sexuality	Age	Religion and belief
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 	CS	Ongoing March 11 Ongoing	10 & 12		✓				
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 	CS CS CS	Ongoing Ongoing Ongoing	10 & 12		✓ ✓ ✓				

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
Employment practice does not discriminate illegally on the grounds of age and action is taken to promote positive attitudes towards all age groups	<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 	CS	Ongoing	Not applicable					✓	
	<ul style="list-style-type: none"> ▪ Raise awareness through diversity induction training of age discrimination and the negative stereotypes and practices that can be attached to it 	CS	Ongoing	Not applicable					✓	
	<ul style="list-style-type: none"> ▪ Review procedures for helping staff plan for retirement and alerting staff to retirement dates so that this is a positive and well supported process 	CS	Sept 09	Not applicable					✓	
3.Offender management, interventions and victims										
95% of reports on Black and minority ethnic offenders contain a clear proposal	<ul style="list-style-type: none"> ▪ Monitor as part of the Diversity Reporting System and feedback through performance management systems 	CF	July 10	1& 2	✓					

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender or gender identity	Disability	Sexuality	Age	Religion and belief
Offender assessment, reports and sentence planning systems appropriately and effectively address diversity and equalities issues	<ul style="list-style-type: none"> Further audit OASys and sentence plans to assess quality in terms of diversity 	CF	March 11	1 – 11	✓	✓	✓		✓	✓
	<ul style="list-style-type: none"> Continue to provide offender managers with practice guidance and develop and update the diversity database as a practice resource 	CM	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> Continue to provide an effective interpreting and translation service 	CM	Ongoing	1 – 11	✓					
	<ul style="list-style-type: none"> Review and develop the approach to ETE work to ensure equity of outcome for all groups 	DR	March 2010	1 - 11	✓	✓	✓	✓	✓	✓
Achieve parity of outcome between different ethnic groups in terms of all service delivery outcomes	<ul style="list-style-type: none"> Continue to use performance monitoring data to evaluate outcomes across ethnic groups and take remedial action if negative differentials are identified 	CF	July 10	1 & 2	✓					
	<ul style="list-style-type: none"> Implement Approved Premises Diversity Strategy 	DR	April 11							
Provision of services that are accessible to both men and women (including transsexual men and women) reflected in improving service	<ul style="list-style-type: none"> Implementation of the women offender strategy action plan, including Women & Equality Liaison Officers role in the development of community 	DR	April 11	10 & 11		✓				

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outcomes in terms of gender	resources <ul style="list-style-type: none"> ▪ Continue to support and develop further women only provision, including delivery of DRR's, and women's programmes. 									
No offender is prohibited from accessing services through child care responsibilities	<ul style="list-style-type: none"> ▪ Implementation of the Women Offender's Strategy which has clear procedures for addressing childcare needs 	DR	Ongoing	10 & 11		✓				

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender or gender identity	Disability	Sexuality	Age	Religion and belief
We are meeting the needs of women and men as victims of domestic abuse and of those crimes covered by our victim contact work	<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 	DR	April 11	10 & 11		✓				
	<ul style="list-style-type: none"> ▪ Provide information on services for male victims within the directory 	DR	July 10			✓				
	<ul style="list-style-type: none"> ▪ Report on the feedback questionnaire for victim satisfaction of WSW work 	DR	April 11			✓				
	<ul style="list-style-type: none"> ▪ Implementation of the recommendations from the EIA on Victim Contact work in relation to ensuring access to male and female victims. 	MG	April 11			✓				
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	<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 	CF	July 10	1, 2, 4, 5, 6, 7, 10 & 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> ▪ Use information from Victims survey to evaluate services to all groups and identify any areas for improvement in relation to diversity 	CF	July 10	1, 2, 4, 5, 6, 7, 10 & 11	✓	✓	✓	✓	✓	✓

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender or gender identity	Disability	Sexuality	Age	Religion and belief
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	<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 those agencies specialising in services for specific disabilities to enhance our provision, e.g. learning disability teams, MENDOS, HAS 	CM	Sept 10	4, 6, 7 & 8			✓			
		CS	Sept 10	4, 6, 7 & 8			✓			
		SB	Dec 10	4, 6, 7 & 8			✓			
		CM	Ongoing	4, 6, 7 & 8			✓			
Our work with offenders and victims is sensitive to sexual diversity and ensures that the way our work is delivered is relevant and appropriate	<ul style="list-style-type: none"> ▪ Commence reporting on offender outcomes by sexual orientation. 	CM	Dec 10	Not applicable				✓		

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
We are working effectively with perpetrators and victims of hate crime, managing risk and offering relevant interventions	<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. ▪ Provide OM's with information on support services for Hate Crime. 	CM	March 11	1,3,5,6,7,10	✓	✓	✓	✓	✓	✓
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	<ul style="list-style-type: none"> ▪ Continue to include religious belief as part of the offender diversity assessment and commence reporting by religion in Diversity Report 2010. 	CM	July 10	Not applicable						✓
5. Procurement, partnerships and stakeholders										
Through robust procurement methods	<ul style="list-style-type: none"> ▪ Continue to implement the equality and diversity 	SB	March 11	1, 2, 4, 6, 7, 10 &	✓	✓	✓	✓	✓	✓

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<p>equality is integrated into the assessments of all potential commissioned services and in their evaluation and review.</p>	<p>assessment tool for commissioned services and audit for effectiveness</p>			11						
<p>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.</p>	<ul style="list-style-type: none"> ▪ 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 may enhance our provision for other minority groups ▪ 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 	CM	July 11	1 – 11	✓	✓	✓	✓	✓	✓
		DR	Ongoing	1 – 11	✓					
		DR	Ongoing	10 & 11	✓	✓	✓	✓	✓	✓
		DR	Ongoing	1, 2, 3, 4, 5, 7, 9	✓	✓	✓	✓	✓	✓

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
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.	<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 	JB	Ongoing	1, 2, 3, 4, 6, 8, 9, 10, 11,	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> ▪ 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 	JB	July 11	1, 2, 3, 4, 6, 8, 9, 10, 11,	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> ▪ Run at least annually a disabled offender survey and a disabled staff survey to provide a continual flow of consultative information 	JB	July 10	1, 2, 3, 4, 6, 8, 9, 10, 11,	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> ▪ Use other audits, surveys and inspection material that has equalities information to further inform (e.g. offender survey, victims survey, programmes feedback) 	JB	July 10	1, 2, 3, 4, 6, 8, 9, 10, 11,	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> ▪ Work with external specialist agencies to develop policy relevant to specific groups, with particular reference to our current relationships with agencies working with 	JB	Ongoing	1, 2, 3, 4, 6, 8, 9, 10, 11,	✓	✓	✓	✓	✓	✓

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	women, those from minority ethnic offenders and different disabilities. ▪ Consult with minority staff associations, including our Black Staff Support Group, and unions on the development and review of this Scheme	JB	Ongoing	1, 2, 3, 4, 6, 8, 9, 10, 11,	✓	✓	✓	✓	✓	✓
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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
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	<ul style="list-style-type: none"> 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 	CS	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓
All existing policies and procedures have a reviewed EIA if the policy or procedure is amended or reviewed	<ul style="list-style-type: none"> The same process, as above, is applied to reviewed policies, strategies and procedures 	CS	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
8. Gathering information, data collection and analysis and performance management										
<p>The full range of employment & service delivery 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"> ▪ Continue to produce the annual diversity report, covering equality strands of race, gender disability and age. Address those gaps that were identified in Reporting capacity of 2009 Diversity Report around disability. ▪ Diversity Report 2010 to begin to cover some measures on religion, age and sexual orientation. Report to address all employment and service delivery monitoring. ▪ Extend employment monitoring to include key HR policies such as sickness absence, flexible working, vacancy management 	CF	August 10	1 - 11	✓	✓	✓	✓	✓	✓
<p>Ethnic monitoring systems for employment and service delivery capture white minority ethnic groups and gypsies and travellers</p>	<ul style="list-style-type: none"> ▪ Adjustments to be made to ethnic monitoring systems following revision of census categories or changes in NOMS directive 	CF	March 11	1 – 3	✓					

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
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	<ul style="list-style-type: none"> Continue to use our diversity and equality monitoring assessment for offenders and review effectiveness of capturing information annually 	CF	March 11	1, 2, 3, 4, 6, 7, 8, 10 & 11	✓	✓	✓	✓	✓	✓
A wide variety of data and information is produced in order to assess effectively how certain actions will and do affect certain groups	<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 	CF	March 11	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> Continue to develop the Service users group 	CF	March 11	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> Run a series of staff equalities seminars 	CF	March 11	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> Use other surveys that provide segmented data for evaluative purposes 	CF	March 11	1 - 11	✓	✓	✓	✓	✓	✓
Performance measurement on the effectiveness of our approach to disability equality is also achieved through the Employer's Forum Disability Standard	<ul style="list-style-type: none"> Await NOMS guidance in relation to a single standard 	CF	September 10	4, 6, 7, 8 & 9			✓			

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
Performance measurement on the effectiveness of our approach to sexual diversity is achieved through participation in the Stonewall Workplace Equality Index	<ul style="list-style-type: none"> Await NOMS guidance in relation to a single standard 	CF	September 10	Not applicable				✓		
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	<ul style="list-style-type: none"> Integrate into 2009-2010 Diversity Report 	CF	July 10	Not applicable					✓	
Systems are in place to scrutinise the results of monitoring and other evaluative exercises in order to use information to improve performance	<ul style="list-style-type: none"> Continue to use equality information in the monthly performance report which is scrutinised by the senior management team Continue to produce the Diversity Report annually which is scrutinised by the management team and used to review progress 	CF	Ongoing Ongoing	1, 3, 4, 5, 6, 10 & 11	✓ ✓	✓ ✓	✓ ✓		✓ ✓	

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
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	<ul style="list-style-type: none"> Continue with managed approach to those buildings not deemed as fully accessible ensuring all relevant managers are aware of plan through induction training 	SB	Ongoing	4, 5, 6 & 7			✓			
	<ul style="list-style-type: none"> Implementation of the Approved Premises diversity strategy, including reviewing accessibility for disabled offenders 	DR	March 11	4, 5, 6 & 7			✓			
10. Training										
Board members are trained in Equality Impact Assessments and duties	<ul style="list-style-type: none"> Run training event for any new Board members 	CS	As reqd	1 – 11	✓	✓	✓	✓	✓	✓
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	<ul style="list-style-type: none"> All new staff to receive diversity and equality induction training and disability equality training within 6 months of joining HPT. 	CS	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
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. 	CS	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> Training to be delivered to those managers with responsibility for developing policy and strategy on undertaking EIA's 	CS	As reqd							
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 	CS	Ongoing	Not applicabe						✓
	<ul style="list-style-type: none"> Continue to run training on religion and culture for programmes teams as needed 	CS	Ongoing							
	<ul style="list-style-type: none"> Provide information on access to community based training opportunities in relation to religion 	CS	Ongoing							
	<ul style="list-style-type: none"> Use community speakers for teams where felt valuable. 		Ongoing							

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Outcome to be achieved	Actions	Lead	Dead-Line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
Staff's knowledge and practice is further developed by focused training in key diversity areas	<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) 	CS	Ongoing	1 – 11	✓	✓	✓	✓		✓
Staff's knowledge is reinforced and updated through regular briefings and team based events	<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 	CS	March 10	1 – 11	✓	✓	✓	✓	✓	✓
11. Publishing, communicating and reviewing our Scheme										
All staff are aware of the Single Equality Scheme, the equality duties and their relationship to their roles	<ul style="list-style-type: none"> Addressed in Diversity Induction Training & summary information given to all staff. 	JB	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓

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Outcome to be achieved	Actions	Lead	Dead-line	General Duty Covered	Race	Gender	Disability	Sexuality	Age	Religion and belief
The Single Equality Scheme, monitoring results and the results of EIA are published	<ul style="list-style-type: none"> Publication of the reviewed Scheme AP by April 2010 	CS	April 10	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> Information made available on EIA assessments and monitoring results on website and intranet system as produced. 	CF	Ongoing							
	<ul style="list-style-type: none"> Other methods to be used as appropriate – e.g. Probation Report and staff newsletter 	CF	Ongoing							
The Single Equality Scheme is reviewed and republished on a 3 year cycle and the action plan is reviewed annually.	<ul style="list-style-type: none"> Diversity Adviser to lead on annual review of action plan and HPT functions 	CS	March 11	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> Diversity Adviser to lead on 3 year review of scheme 	CS	March 12	1 – 11						
A range of different communication methods ensure access to information for all stakeholders	<ul style="list-style-type: none"> Promote availability of all publications in different languages and formats upon request 	DR	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓
	<ul style="list-style-type: none"> Ensure HPT's Internet Website continue to provide effective access to information about services 	CF	Ongoing	1 – 11	✓	✓	✓	✓	✓	✓

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