

## Cheshire Probation Single Equality Scheme

### Action Plan 2009-12



	Narrative Objective	Numerical Target
<span style="color: red;">■</span>	Objective in jeopardy	Significantly below target
<span style="color: orange;">■</span>	Progressing - objective likely to be met	Within 5% of target
<span style="color: green;">■</span>	Objective met	Target met
<span style="color: grey;">■</span>	Objective not being pursued	

### Year 3: 2011-12

Objective 1: Strategy and Policy				
Outcome	Actions	By when	By whom	RAG Status
1.1 Cheshire Probation can identify significant achievements from Year 2 of the Single Equality Scheme (SES) and shows what will be progressed during Year 3.	<ul style="list-style-type: none"> <li>Develop and publish SES annual report for 2010/11 and action plan 2011/12.</li> </ul>	July 2011	Diversity Manager	<ul style="list-style-type: none"> <li>Draft to SMT 28 June 2011.</li> </ul>
1.2 All staff are informed and understand the SES Action Plan Year 3 for 2011-12 and how it links to advancing equality in service delivery and employment practice.	<ul style="list-style-type: none"> <li>Issue action plan via Communication Bulletin.</li> <li>Develop and distribute summary leaflet.</li> </ul>	July 2011	Diversity Manager	<ul style="list-style-type: none"> <li>Draft to SMT 28 June 2011.</li> </ul>
1.3 All actions in SES Action Plan Year 3 achieved by 31 March 2012.	<ul style="list-style-type: none"> <li>Review quarterly SES Action Plan at EDAG and Diversity Panel.</li> </ul>	31 March 2012	ACE Equality and Diversity	

Outcome	Actions	By when	By whom	RAG Status
1.4 Cheshire Probation can comply with the requirements of the Equality Act 2010 across both employment practice and service delivery.	<ul style="list-style-type: none"> <li>Actions in the Year 3 Action Plan show how the requirements of the Equality Act 2010 will be met.</li> </ul>	July 2011	Diversity Manager	
	<ul style="list-style-type: none"> <li>Action plan monitored quarterly at EDAG</li> </ul>	June 2011 September 2011 December 2011 February 2012	ACE Equality and Diversity	
1.5 Cheshire Probation publishes data in relation to the Equality Act 2010 to demonstrate how it meets the aims of the general duty in relation to the 9 protected characteristics	<ul style="list-style-type: none"> <li>Establish what data is necessary and proportionate to demonstrate how the Trust meets the aims of the general duty.</li> </ul>	July 2011	Diversity Manager	<ul style="list-style-type: none"> <li>Draft to SMT 5 July 2011.</li> </ul>
	<ul style="list-style-type: none"> <li>Publish equality data.</li> </ul>	31 July 2011	ACE Equality and Diversity	
1.6 Cheshire Probation can demonstrate that it considers the Human Rights Act 1998 in both employment practice and service delivery.	<ul style="list-style-type: none"> <li>Probation related examples are developed in relation to service delivery and employment practice to demonstrate relevance for use in training</li> </ul>	September 2011	Diversity Manager	
	<ul style="list-style-type: none"> <li>Human Rights Act incorporated into staff induction.</li> </ul>	March 2012	Human Resources	

Outcome	Actions	By when	By whom	RAG Status
1.7 Publicity and communication of the Trust's commitment and actions on equality and diversity issues is evident.	<ul style="list-style-type: none"> <li>▪ Write and publish EDAG newsletter quarterly following EDAG meetings</li> </ul>	June 2011 September 2011 December 2011 February 2012	EDAG/ Diversity Manager	
	<ul style="list-style-type: none"> <li>▪ Road show is developed and rolled out to teams about the work of EDAG</li> </ul>	September 2011	Diversity Manager/ EDAG	<ul style="list-style-type: none"> <li>▪ Proposals to SMT by 5 July 2011.</li> </ul>
1.8 Revised EIA process forms the basis for conducting/reviewing existing and new work, including policies.	<ul style="list-style-type: none"> <li>▪ An EIA is conducted for all business planning and reviews and a schedule of EIA's is maintained.</li> </ul>	March 2012	ACE Equality and Diversity	<ul style="list-style-type: none"> <li>▪ Schedule of completed EIAs reviewed at SMT June, September, December and March.</li> </ul>
1.9 Policy development includes external consultation where appropriate	<ul style="list-style-type: none"> <li>▪ Minimum of one consultation panel event annually using the CHAWREC Consultation Panel.</li> <li>▪ Consultation with Disability Directions.</li> </ul>	31 March 2012	Diversity Manager	

Outcome	Actions	By when	By whom	RAG Status
1.10 Cheshire Probation is able to identify and address disproportionality where found through the use of surveys	<ul style="list-style-type: none"> <li>Surveys and audits are revised at development stage to ensure critical questions are included to enable monitoring across ethnicity, gender, disability, age and as it becomes possible, faith and sexual orientation.</li> </ul>	31 March 2012	Diversity Manager	
	<ul style="list-style-type: none"> <li>Survey and audit data is used as part of the EIA process.</li> </ul>	Ongoing	EIA Auditors Owned by ACE Equality and Diversity	
1.11 Cheshire Probation develops robust, SMART equality objectives in preparation for publication up to April 2012 in accordance with the requirements of the Equality Act 2010.	<ul style="list-style-type: none"> <li>Engagement and consultation is carried out with internal and external groups, e.g. CHAWREC Consultation Panel, DIAL, Cheshire Gypsy and Traveller Voice to develop equality objectives</li> </ul>	31 March 2012	Diversity Manager SMT	<ul style="list-style-type: none"> <li>Plan for the development of consultation and objectives to SMT September 2011.</li> </ul>

Outcome	Actions	By when	By whom	RAG Status
	<ul style="list-style-type: none"> <li>▪ SMART equality objectives and action plan is published.</li> <li>▪ Engagement Strategy informing the objectives is also published.</li> </ul>	By 31 March 2012	ACE Equality and Diversity	
	<ul style="list-style-type: none"> <li>▪ Develop Diversity and Equality Policy.</li> </ul>	September 2011	ACE Equality and Diversity	<ul style="list-style-type: none"> <li>▪ Draft to SMT by 6 September 2011.</li> </ul>
1.12 Cheshire Probation is clear about how and where the Human Rights Act relates to both employment practice and staff developments.	<ul style="list-style-type: none"> <li>▪ Paper to SMT with clarification and recommendations.</li> </ul>	September 2011	Diversity Manager	
1.13 All staff required to complete Equality Impact Assessments are competent and confident for the task.	<ul style="list-style-type: none"> <li>▪ Briefing event for staff.</li> </ul>	December 2011	ACE Equality and Diversity	
1.14 The organisation is able to provide effective support for trans staff and service users and those transitioning.	<ul style="list-style-type: none"> <li>▪ Practice guidance for staff.</li> </ul>	December 2011	Diversity Manager	<ul style="list-style-type: none"> <li>▪ Draft to SMT by October 2011.</li> </ul>

<b>Objective 2: Improving performance, increasing access and advancing equality across service delivery</b>				
<b>Outcome</b>	<b>Actions</b>	<b>By when</b>	<b>By whom</b>	<b>RAG Status</b>
2.1 Improve our understanding of and response to the barriers to effective engagement experienced by all offender groups.	<ul style="list-style-type: none"> <li>In line with the Anticipatory Duty in the Equality Act 2010 carry out consultation and focus groups to identify barriers. This will be part of CPT engagement strategy.</li> </ul>	31 March 2012	ACE Equality and Diversity SMT	
	<ul style="list-style-type: none"> <li>Diversity Grid continues to be monitored quarterly at EDAG as a mechanism to identify and address inequalities</li> </ul>	Quarterly	ACE Equality and Diversity	
2.2 Integrated Offender Manager (IOM) approach to reducing reoffending is informed by EIA to ensure barriers to engagement and compliance are identified and addressed.	<ul style="list-style-type: none"> <li>EIA is conducted on IOM</li> </ul>	Diversity Manager	July 2011	
2.4 Cheshire Probation provides effective support to offenders with dyslexia.	<ul style="list-style-type: none"> <li>Effective screening processes and reasonable adjustments are identified.</li> </ul>	September 2011	Diversity Manager	
2.5 Directory of Resources (DoR) proves to be an effective tool to assist staff to work more effectively with offenders	<ul style="list-style-type: none"> <li>Launch Directory of Resources.</li> </ul>	September 2011	ACE Equality and Diversity	

Outcome	Actions	By when	By whom	RAG Status
2.6 Cheshire Probation can communicate effectively with offenders to provide fair services and improve compliance rates	<ul style="list-style-type: none"> <li>▪ Letters to victims and offenders in Approved Premises are reviewed and subjected to Plain English amendments.</li> </ul>	August 2011	Diversity Manager	
2.7 Ensure a consistent and integrated approach to women offenders across all areas of service delivery	<ul style="list-style-type: none"> <li>▪ Develop Women Offenders Strategy and action plan.</li> </ul>	September 2011	Chief Executive and ACE Equality and Diversity	
2.8 Increased awareness across Service and agencies that domestic abuse crosses all diversity strands and appropriate interventions in place to address it	<ul style="list-style-type: none"> <li>▪ Domestic Abuse Policy refreshed.</li> </ul>	July 2011	ACE Equality and Diversity	
2.9 Offenders of all Hate Crimes across the protected characteristics receive Promoting Human Dignity to reduce the risk of reoffending	<ul style="list-style-type: none"> <li>▪ Monitor hate crime across protected characteristics compare to numbers of offenders sentenced to Promoting Human Dignity. In order to determine the level of need.</li> </ul>	September 2011	ACE Equality and Diversity	

Outcome	Actions	By when	By whom	RAG Status
2.10 Any negative disproportionality can be identified in outcomes for offenders in relation to sexual orientation and faith	<ul style="list-style-type: none"> <li>▪ Data from the amended PREM1 form is inputted into CRAMS</li> </ul>	July 2011	Case Administrators	

<b>Objective 3: Improving performance, increasing access and advancing equality across employment practice</b>				
<b>Outcome</b>	<b>Actions</b>	<b>By when</b>	<b>By whom</b>	<b>RAG Status</b>
3.2 The new reasonable adjustments procedures are effective.	<ul style="list-style-type: none"> <li>Analysis of staff survey by disability.</li> </ul>	July 2011	Diversity Manager	<ul style="list-style-type: none"> <li>Report to SMT by 26 June 2011.</li> </ul>
3.4 The organisation has an effective, lawful recruitment and selection policy and procedures	<ul style="list-style-type: none"> <li>Recruitment and selection policy and procedure finalised and launched.</li> </ul>	September 2011	Human Resources	
3.5 Cheshire Probation takes forward implications of changes to anti-discrimination legislation arising from Equality Act 2010	<ul style="list-style-type: none"> <li>Systematic review of job descriptions and person specification to ensure no artificial or unfair barriers in relation to essential criteria for jobs are in place.</li> </ul>	Commencement September 2011	Human Resources	
	<ul style="list-style-type: none"> <li>To action implications arising from changes to default retirement age.</li> </ul>	In place by April 2011 for October 2011	Human Resources	
3.6 Cheshire Probation can measure where there is disproportionality across protected characteristics in relation to employment practice and take steps to address where found	<ul style="list-style-type: none"> <li>Data collection on sexual orientation and faith in addition to other protected characteristics.</li> </ul>	By September 2011	Human Resources	
	<ul style="list-style-type: none"> <li>Table prepared showing outcomes against protected characteristics reviewed at EDAG twice a year</li> </ul>	September 2011 February 2012	HR/Diversity Manager	

Outcome	Actions	By when	By whom	RAG Status
3.7 Cheshire Probation knows why staff leave the organisation	<ul style="list-style-type: none"> <li>▪ HR reviews exit process to identify potential improvements</li> </ul>	December 2011	HR	
3.8 Staff at all levels in the organisation across the protected characteristics understand that they can progress within the organisation and know how to do so.	<ul style="list-style-type: none"> <li>▪ Develop succession planning strategy including EIA.</li> </ul>	September 2011	ACE Corporate Services	