



Equality Act 2010 - Publishing Information Duty

1. Background - the General and Specific Duties

- 1.1 Cheshire Probation Trust (CPT) is a public body and all public bodies have a general public duty to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
 - Advance equality of opportunity between people from different groups; and
 - Foster good relations between people from different groups.
- 1.2 These duties relate to the following protected characteristics:
 - sex
 - race
 - disability
 - gender reassignment
 - sexual orientation
 - religion or belief
 - age
 - marriage and civil partnership
 - pregnancy and maternity.
- 1.3 Public bodies have specific duties under the Equality Act 2010 to:
 - Publish information by 31 January 2012, about their performance and equality, so that the public can hold them to account; and
 - Set specific, measurable equality objectives by 6 April 2012.
- 1.4 All information must be published in a way which makes it easy for people to access it. Subsequent information must be published at least annually.
- 1.5 Information published must include information on the effect that the public body's policies and practices have on equality for service users and for their employees. Public bodies with 150 or more staff will be expected to publish information on significant and long-standing inequalities such as the gender pay gap and the proportion and distribution of disabled employees and staff from ethnic minority communities.

- 1.6 To comply with the general duty, public bodies need to understand how their policies and practices will affect equality from different groups, and do this early enough to influence how things are done. Under the specific duties, they must publish evidence of the equality analysis that they have undertaken to establish whether their policies and practices would further, or have furthered, the three aims of the general duty. They must also publish details of the information considered in conducting that analysis.

2. Cheshire Probation Trust

- 2.1 CPT works across the geographical area of Cheshire West and Chester, Cheshire East, Halton and Warrington, with Local Delivery Units (LDUs) in each of those local authority areas. The demographic profile for this general population shows 1,009,300 people, with females making up 50.8%. 92% of this population is White British, with 3.76% Black and Asian Minority Ethnic (BAME); 1% Irish and 2.9% White Minority Ethnic (WME) people.
- 2.2 CPT is a key criminal justice agency, playing an integral part in working directly with, and having influence on, work with offenders. The other key criminal justice partners are: Police, Crown Prosecution Service (CPS), HM Court Services, Youth Offending, and HM Prison Service. CPT is one of 35 probation trusts that mirror the same boundaries as the Police Authorities and the Crown Prosecution Service. CPT statutory aims are:
 - protection of the public
 - reduction in reoffending
 - proper punishment of offenders
 - rehabilitation of offenders
 - ensuring offenders' awareness of the effects of crime on victims of crime and the public.
- 2.3 The information below relates to both service delivery and employment practice. There is more information about the specific work of CPT on the website and therefore this document will not duplicate that information. The information below shows:
 - The processes CPT has in place to analyse management information to address, reduce and remove inequalities;
 - The management information that CPT has put in place to be able to identify where there are inequalities;
 - How CPT uses the management information to determine objectives.
- 2.4 Responsibility and accountability for advancing equality

The Chief Executive Officer and Board are ultimately accountable and the Assistant Chief Executive Officer (Equality and Diversity) has the senior lead for equality and diversity, ensuring that all services and processes are in place to take this work forward and ensuring that CPT has monitoring in place and progresses actions.

2.5 Processes for analysing management information

CPT annually develops an action plan for its Single Equality Scheme (SES) to highlight the key actions that it is taking to ensure it can identify and then reduce and remove inequalities for all groups across service delivery and employment practice. CPT has an effective process in place to ensure that the SES remains a live document and this is through the work of CPT's Equality and Diversity Action Group (EDAG). This group has representation from all of the functions within the organisation, including the performance unit. EDAG meets quarterly to review and progress the actions in the SES, including key monitoring data.

2.6 A central focus for EDAG is that of identifying where there is negative disproportionality to address in relation to achieving anti-discriminatory and effective equality practice. Staff in EDAG can and do act as a conduit to practice and are able to focus questions around where there may be disproportionality in service provision. The staff network groups, e.g. Lesbian, Gay, Bisexual and Transgender (LGB&T), disability and race staff groups are also represented on EDAG and can report the non-confidential minutes of their group as well as raising concerns. EDAG offers recommendations to the Senior Management Team (SMT) on potential ways forward or proposes work that EDAG can undertake in further analysing issues or actions to address any disproportionality identified.

2.7 EDAG meets quarterly, reviewing and monitoring CPT's progress of the SES including both service delivery and employment practice outcomes across the different protected characteristics. That quarterly review is published on the website to demonstrate the progress that CPT is making in achieving the actions set out in the SES. As a part of its work, EDAG reviews a range of management information across the protected characteristics, including from CPT's Diversity Grid and its Strategic Needs Assessment. The Diversity Grid focuses on specific performance outcomes across critical areas of service delivery in relation to race, disability, sex and age. These critical areas of service delivery were first determined as part of the Diversity Grid in 2006, through considering where there were opportunities for discretion and decision making within service delivery. The service delivery areas that are monitored via the Diversity Grid are:

- Work with victims.

Unclassified

- Proposals in all types of court reports (proposals to assist sentencing in courts are made by probation staff).
- Sentencing from all types of court reports (sentencing decisions are the responsibility of the courts).
- Enforcement and compliance of court Orders (the sentences made by the courts).
- Requirements within those Sentences:
 - Accredited Programmes
 - Community Payback/Unpaid Work completions
 - Drug Intervention Work
 - Basic skills and employment

2.8 The Strategic Needs Assessment is a comprehensive piece of research that CPT undertook in 2010 in order to be able to have management information from the assessments of all offenders that relates to age, disability, ethnicity and sex around the following areas of work:

- Accommodation
- Education, Training and Employability
- Financial Management/budgeting/debts
- Relationships-including issues relating to domestic violence as perpetrators and/or as victims
- Lifestyles and associations e.g. with other criminals
- Drug and Alcohol Misuse
- Emotional Well-Being
- Attitudes
- Thinking and Behaviour
- Health - This section also looks at other issues such as child care, chaotic lifestyle, transport

2.9 In addition, CPT carries out a number of surveys with victims, offenders, staff, Community Payback beneficiaries and the Sentencers to determine where there may be areas of work to focus attention on.

2.10 The analysis of all of this data and management information assists CPT to understand the impact of its work on those with whom it works. It is thus able to identify where there may be barriers or inequalities and develop ways to address these. One of the ways that this can be done is through conducting Equality Impact Assessments.

2.11 Equality Impact Assessments (EIAs)

CPT must pay due regard as to how its work may impact on different groups. CPT has conducted EIAs across all of the protected characteristics for a number of years and has continued to conduct EIAs to identify where there may be barriers to address for different

groups, when reviewing or developing policies, practices, strategies etc.

- 2.12 The EIA form refers to all other protected characteristics as well as the Human Rights Act and staff conducting EIAs have guidance to enable them to do this effectively. All EIAs have to be ratified by the Diversity Manager for quality assurance.
- 2.13 The wealth of data and management information that CPT has developed assists those conducting EIAs to understand what issues need to be considered for the different groups when developing and reviewing the work of CPT.

3. Service Delivery

Work with Victims

- 3.1 CPT has a statutory duty to work with those who are victims of sexual or violent offences where the offender is sentenced to 12 months imprisonment or more. The purpose of this contact is to keep each victim informed of the various key stages of the prisoners' sentence, and to seek their views, in relation to the impact upon them, of the offence. The opportunity is offered to the victim to voice their concerns and contribute to proposals relating to the offender's eventual release. This may include arrangements for the victim's protection.
- 3.2 In order to effectively provide support to victims the Witness Care Unit supplies the following information on victims to CPT:
- ethnicity
 - language requirements
 - sex (male or female)
 - disability
- 3.3 This information provides CPT with the necessary information to ensure that barriers to contact can be reduced when initial contact is made. In addition, where other data, e.g. religion and belief or disability is known about the victim then this information is also passed on. Victims who are being referred do not always want to provide this information so when CPT staff do make contact with a new victim staff will ask their own questions to ensure that where there are barriers to continued contact these can be identified and addressed
- 3.4 CPT monitors:
- The numbers of victims identified;
 - The numbers of victims contacted; and,
 - The numbers of victims taking up the offer of contact with CPT.

- 3.5 The data annually from the Witness Care Unit shows that approximately twice as many men as women are referred as victims to CPT each year. CPT contacts all of the victims identified by the Witness Care Unit yet consistently it is a lower percentage of men (21%) that take up the offer compared to 58% of women. CPT has tried a number of different approaches in an attempt to increase the take-up rate but over the years the proportions of men and women taking up the offer has remained similar. Men remain less willing to take up contact. In addition to the monitoring, CPT also tries to engage with the victims with whom it works in order to understand where CPT can improve its services and support to them. All victims are surveyed in order to receive direct feedback on services provided.
- 3.6 The numbers of BAME and WME victims are often only in single figures and are statistically unsound for comparison with the majority group of victims who are White British. Although the overall numbers for victims in the BAME and WME groups are very low, the take-up rate is consistently and proportionately higher than that for White British victims, although the numbers are too small for any real comparison to be made.

Work with offenders

- 3.7 CPT works with offenders from across the whole geographical area and aims to provide a fair and equitable service that meets individual's needs in order that they can:
- Comply with the Orders of the courts (Sentences).
 - Be challenged effectively on their offending behaviour.
 - Be helped to lead crime free lives and reduce their reoffending.
- 3.8 Within CPT, at any one time, approximately 4,000 offenders are subject through the courts to community sentences or are on post-release licenses from prisons and supervised in the community. In addition, staff prepare approximately 3,500 court reports (reports submitted to assist sentencing) for Magistrates' and Crown Courts.
- 3.9 Management information across the protected characteristics
CPT currently monitors the ethnicity, age, sex and disability of the offenders with whom it works. CPT is currently reviewing the processes by which this data is gathered to be able to increase the monitoring to include sexual orientation and faith. In carrying out this monitoring CPT will also be providing guidance to staff as to how to do this to ensure that staff feel confident and are skilled in eliciting the information in order to maximise the level of monitoring data available.

- 3.10 Over the last 5 years CPT has improved its data monitoring to 99.8% completion for ethnicity and 99.7% of the disability data overall. CPT recognises the need to continue to improve its ability to identify any barriers that disabled offenders may have to ensure that they are able to be challenged about their offending behaviour and can be assisted to reduce their reoffending to lead more crime free and more socially responsible lives.
- 3.11 In relation to gender reassignment, CPT's SMT agreed practice guidance in December 2011, *Working effectively with Trans-Offenders*. This is currently being shared with staff for immediate implementation and is intended to provide practice advice to staff, aiming to ensure that there are fair outcomes and effective support for trans-offenders.
- 3.12 Outcomes from the offender survey in 2010/11 provided useful data about outcomes for different groups. Unfortunately the numbers for BAME groups were too small to allow a statistically sound comparison and CPT will work on this as an equality objective during 2012/13. Some detail as to outcomes is provided within the relevant sections below.

4. Current Caseload

- 4.1 The current caseload is 3,664 offenders, as at January 2012. The breakdown of this data in relation to the protected characteristics is shown below along with outcomes and analysis of the data and the issues raised by this:

Age

Age-Group	Total
under 21	496
22-25	656
26-35	1120
36-45	807
46-55	411
56-65	132
66+	42

- 4.2 The Diversity Grid provides CPT with a comparison of outcomes between under 25-year-olds and over 26-year-olds and the Strategic Needs Assessment identifies the different areas of criminal related need and problems for offenders in relation to more specific age bands. This level of data enables CPT to understand where there are specific barriers for the different age groups that can make it harder for offenders to comply with their court Orders (Sentences).

- 4.3 The data shows that those offenders up to the age of 25 years old make up one third of the caseload. The 26-35 age group make up one third of the caseload with the remainder, 36+ making up the last third of the caseload. The Diversity Grid consistently shows that the younger age group of offenders comply at significantly lower levels than older offenders:
- 74% of all younger offenders successfully comply with their Orders compared to 81% of those over 26 years old.
- 4.4 This difference in compliance levels across the age groups is similar across all of the Requirements, e.g. Unpaid Work, Accredited Programmes, etc.
- 4.5 The Strategic Needs Assessment shows that the barriers and needs presented by the different age groups are significantly different, and those most critical relate to the following two age groups:
- For those under 25-year-olds this relates to issues to do with employment and in particular higher unemployment levels and low levels of employment history and skills and also a lack of qualifications.
 - There are also significant needs for those over 41+ in relation to accommodation and coping skills around their emotional well-being. CPT is developing actions to address these during 2012/13.

5. Disability

- 5.1 Management information now shows that 83% of offenders currently state that they do not have a disability. Out of the 17% of offenders (611) who state they have a disability:
- 42% (increased from 32% in 2009) of the offenders who say they have a disability state that they have a mental illness or mental ill health problems. This relates to 7% of the total caseload. Many offenders have mental illness or mental ill health problems alongside numbers of other types of disabilities.
 - 6% of those with a disability state they have dyslexia.
 - 5.5% state they have learning difficulties
- 5.2 CPT monitors across a range of other impairments and health conditions as well, however, the range is too long and the numbers against each too small to provide any meaningful data. The monitoring is used to assist CPT to determine where there are barriers to address and to identify where there may be unfairness or inequality.
- 5.3 Improved data monitoring over the last two years has enabled CPT to compare outcomes between disabled and non-disabled offenders. It has also enabled CPT to begin to understand where there are

significant barriers in place and begin to develop initiatives and projects to ensure that there can be effective support to improve and increase engagement with offenders as well as to improve compliance levels.

Some of those initiatives are:

- CPT has provided staff with training around understanding mental health barriers and needs.
- Before the start of 2012/13 staff will commence a training programme in relation to dyslexia awareness and screening of offenders for dyslexia as well as learning about the types of reasonable adjustments that can be put in place to be able to effectively support offenders with dyslexia.

5.4 In relation to monitoring the outcomes for disabled offenders on an annual basis EDAG specifically focuses on analysis of all the monitoring data for disabled offenders. The whole year data 2010/11 shows that disabled offenders are:

- Less likely to be proposed in pre-sentence reports for Supervision and Accredited Programmes and less likely to be sentenced to Accredited Programmes.
- Less likely to be proposed in pre-sentence reports for Unpaid Work and less likely to be sentenced to Unpaid Work Requirement.
- In terms of compliance, disabled and non-disabled offenders comply with their community Orders (Sentences) to similar levels.
- There are no statistically significant differences between outcomes for disabled and non-disabled offenders overall except in relation to the following:
 - Disabled offenders are less likely to be in breach of their order for non-compliance -14% of disabled offenders are breached compared to 20% of non-disabled offenders.

5.5 The figures for April-September 2011/12 appear to be consistent with the whole year data 2010/11.

5.6 In the Strategic Needs Assessment, disabled offenders show higher levels of need in relation to social isolation and during 2012/13 CPT will be working towards offering Mentor support to reduce the barriers for disabled offenders to improve their level of compliance and reduce their risk of reoffending.

6. Ethnicity

6.1 There are 3,433 White British offenders which makes up 93.5% of the caseload.

6.2 The remaining 6.5% of the caseload is made up of:

White minority ethnic offenders	-	66
offenders with a mixed heritage	-	52
Black offenders	-	40

Unclassified

Asian offenders	-	32
Irish offenders	-	19
Other	-	11
Refused	-	16
Blank	-	10

- 6.3 The small number of BAME and WME offenders presents statistical difficulties when comparing outcomes with White British offenders, but the small numbers also provide opportunities to analyse data further, e.g. reviewing all court reports to identify where action can be taken. Her Majesty's Inspectorate of Probation (HMIP) has carried out a number of inspections (*Towards Race Equality* and *I'm Not a Racist but...*) that provide a useful context against which to compare CPT practice and the outcomes for BME offenders. Other research including *Room to Roam*, in relation to Gypsies and Irish Travellers, is also useful in providing a context for other groups of service users.
- 6.4 As the numbers of both BAME and WME offenders is statistically small, the figures used here reflect the April 2010-March 2011 whole year figures to allow some meaningful comparison across the ethnic groups. The figures and percentages are shown to provide a context.
- 6.5 White male British offenders are the majority group and the Strategic Needs Assessment shows that this group has the most significant needs. Many of the needs identified for this group are highlighted under the age, disability and sex protected characteristic sections so will not be discussed in detail within this section. Those needs are predominantly in relation to employment training and education, accommodation, emotional well-being and around alcohol-related violence.
- 6.6 In relation specifically to BAME offenders a significant issue for them appears to be around the possibly disproportionate use of custody as indicated in the table below. Although the numbers are statistically small this is set within the context of research from the HMIP reports and other research that has consistently shown that disproportionate numbers of BME offenders get sentenced to custody. Although the numbers are very small, this is an issue that CPT will be analysing further during 2012/13, to identify whether there are any actions that CPT needs to do to ensure there is no discrimination. In addition, when the next offenders survey is sent out for completion there will be a focus on supporting BAME offenders to complete the survey and improve the level of returns from BAME offenders to ensure that CPT can identify the views of this group of offenders. CPT will also consider how to more accurately reflect the views of WME offenders where there may be language barriers.

6.7 April-March 2010/11 proposals by probation (in court reports) and sentence outcomes through courts

Ethnic Groups	White British	Black Minority Ethnic Groups (BME)	White Minority Ethnic Groups (WME)
Custody Proposals and the sentences made by the Courts			
Standard Delivery Reports¹ (SDRs) the numbers of custody proposals and related percentages	130 (7.78%)	7 (15.22%)	1 (1.92%)
SDRs - Sentences to custody made by the courts	468 (28.01%)	21 (45.65%)	12 (23.08%)
Fast Delivery Reports² (FDRs) the numbers of custody proposals and related percentages	55 (3.17%)	3 (8.57%)	5 (7.58%)
FDRs Sentences to custody made by the courts	189 (10.89%)	10 (28.57%)	6 (9.09%)

NB Court Reports are written by probation staff to assist sentencing decisions made by the courts. The level of risk of harm that an offender poses will determine the level of assessment made and the time taken to make that assessment.

¹ SDR - any court reports written by probation that has been adjourned for more than 5 working days

² FDR - any court reports written by probation that are produced within 5 working days (or under) including Oral (On the Day reports)

6.8

- In relation to enforcement, 20% of White British offenders require breach proceedings taken against them compared to 13% of WME offenders and 17% of BAME offenders.
- In looking at levels of successful completions and compliance with Orders, 79% of White British offenders successfully complete their Orders compared to 80% of WME offenders and 88% of BAME offenders.
- In relation to Accredited Programmes 71% % of BAME offenders successfully complete compared to 60% of WME offenders and 47% of White British offenders.
- With Unpaid Work, 68% of White British offenders successfully complete compared to 60% of both of the other two groups.

6.9 WME offenders, who are in the main East-European appear to be least likely to get proposals and sentencing for Accredited Programmes, although interpreter and translation provision is in place, Accredited Programmes can not be delivered via an interpreter so although WME offenders will not receive Accredited Programmes to challenge their offending behaviour where the need is identified through assessment staff will work with them on a one-to-one basis to address their offending behaviour.

7. Gender reassignment

7.1 CPT does not monitor gender reassignment in the same way as it monitors the other protected characteristics, due to the confidential nature of this and the legal requirement to maintain that confidentiality. CPT has developed a practice guidance to assist staff to work more effectively with trans-offenders. This will assist the development of consistent and fair practice and outcomes for trans-offenders and increase staff confidence to do this work. CPT will identify ways in 2012/13 to get the views of trans-offenders in relation to the work of CPT with them, in particular around complaints.

8. Sex

Women

8.1 Female offenders make up approximately 10% (369) with males making up approximately 90% of the caseload (3, 295).

- 8.2 The majority of offenders are males who are White British. Male offenders proportionately and statistically commit the most serious offences and present the highest risk. This provides a context to understanding any differential outcomes across the sexes.
- 8.3 For the majority of female offenders, offence patterns, levels of seriousness and risk of serious harm are significantly lower and are very different to those of male offenders, as are their needs. This data is especially critical when considering proposals made by probation and sentences made by courts. It is to be expected that there will be a significant disproportionality between the levels of males and the levels of female offenders going into custody and CPT data annually shows that lower numbers of female offenders go into custody. Also because of the differences in the offence patterns, levels of seriousness and risk of serious harm, women are 17% less likely than men to be proposed Supervision with an Accredited Programme, the assessment process of which targets more entrenched offending behaviour and higher levels of risk, seriousness and harm.
- 8.4 Significant proportions of female offenders in prison and probation settings present with similar multiple complex needs that can only be addressed through multiple interventions, many of which lie outside of the criminal justice sector. The Strategic Needs Assessment helps to provide that context and suggests that the needs that female offenders present can prove to be a barrier to staff being able to work with them to challenge their offending behaviour. This data is replicated nationally and this national failure to address barriers has led to a significant number of female offenders being breached for non-compliance; the Corston Report (p.9) highlighted in 2007 that "50% of the new receptions at Holloway (were) for breach". Women were entering custody with relatively minor index offences such as stealing a chicken, traffic violations and concurrent minor offences in relatively short periods of time.
- 8.5 There are disproportionately significant differences between the levels of mental health impairment, domestic violence, sexual abuse, drug and alcohol misuse between male and female offenders. The Strategic Needs Assessment shows that:
- 40% of female offenders have been victims of domestic violence (compared to 2.4% of male offenders).
 - 65% of female offenders have relationship needs that relate to their offending behaviour (compared to 4.8% of male offenders).
 - Female offenders have higher levels of needs in relation to self harm/suicide at 44.7% (26.7% of males).
 - 58% of female offenders have high levels of health problems (compared to 38% of the males).

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- 56% of female offenders have parental responsibility (39% of males) and 64% of those have at least some needs in relation to that (52% of males).
- 11.6% of female offenders have no fixed abode or transient and 35% are in unsuitable accommodation.
- 36% of female offenders have disabilities (20% of males). Of that 36% of female offenders, 68% of that number have mental health problems (55% of male offenders).
- Female offenders are disproportionately users of Class A, injected and addictive drugs.

- 8.6 These statistics highlight significant differences between male and female offenders which affects the approach of CPT to address barriers that can get in the way of compliance and challenging offending behaviour. The evidence shows that female offenders have significant needs to address in relation to substance misuse, relationships, emotional well-being, disability (in particular mental health), domestic violence, child care, employment and accommodation. In addition, female offenders have the highest levels of financial needs around both their financial situations and their ability to manage their finances and budgeting. A possible additional context is that, compared to male offenders, a higher level of female offenders have parental responsibility. Although 62% of all offenders are unemployed, females have higher levels of needs than male offenders in terms of employment history, work skills and attitudes to employment.
- 8.7 The evidence from the Corston Report and data and analysis from the CPT Strategic Needs Assessment and the Diversity Grid show evidence in relation to significant proportions of women offenders having significant needs around domestic and personal vulnerabilities. This has led to the development of the Specified Activity for Female Empowerment (SAFE) requirement, a bespoke package of intervention specifically designed for women offenders, which is currently operating in one of the LDUs with plans to roll out to all LDUs in 2012/13.
- 8.8 The SAFE Requirement will form part of the sentence for female offenders and takes a holistic view to help the women address different areas of need that have contributed to their offending behaviour. Some of the problem areas for the women can be around: violence and anger management; awareness and knowledge of drugs and alcohol; confidence and life skills; parenting skills; information advice and support in relation to employment training and education; and, improving budgeting skills.
- 8.9 Initial evaluation of the SAFE Requirement, which has been running for over 12 months now suggests that given the right levels of support

within a women's environment, female offenders can be extremely responsive and custodial sentences as a result of non-compliance with community penalties has decreased.

Men

- 8.10 The significant issues that arise for male offenders is in relation to the need for accommodation and alcohol-related violence. CPT will focus on both of these needs during 2012/13.
- 8.11 Approximately 80% of both male and female offenders, in 2010/11 successfully completed the sentences handed out by the courts and this level is mirrored so far for the first half of 2011/12.
- 8.12 In terms of enforcement during 2010/11, 80% of male offenders and 89% of female offenders did not require any breach action to be taken against them. This level has been maintained during April-September 2011/12.
- 8.13 In relation to the Drug Treatment Requirements, during 2010/11 there was a 16% difference between the levels of males and females completing this successfully, with females completing at a lower level than males. However, data from April-September 2011/12 shows that overall male and female completion rates have improved significantly with the levels of females having overtaken those of males, possibly due to the support from SAFE.
- 8.14 The data for successful completions for Accredited Programmes shows that during 2010/11 the levels of both male and female offenders successfully completing was low, with 46% of males and 39% of females completing. The data for 2011/12 shows significant improvements for both males and females at 64% for males and 78% for females. Although the numbers for women overall are low.
- 8.15 Women consistently complete Community Payback at higher rates than men at consistently over 70% of women compared to 65% of men.

9. Sexual Orientation and Religion or belief

- 9.1 CPT does not currently monitor the sexual orientation of offenders. In relation to Community Payback monitoring is carried out around religion and belief, in order to identify any barriers and needs, however, this is not consistently monitored across the organisation. Monitoring processes are currently under review and when new processes are in place this will include a requirement to monitor sexual orientation and religion and belief.

10. Employment Practice

Staff profile

10.1 There are 375 staff in total (as at 31/12/11). Of them:

- 94% are White British; 2.1% are BAME (3 staff are Black, 2 are Asian and 2 are mixed heritage); 1% are Irish; 1% are WME;
 - Out of the 43 managers within CPT 4.6% are BAME and the rest are White British.
 - BAME staff make up 2.5% of the front-line operational staff.
- Female staff make up approximately 74% of the workforce;
 - 23% of managers are male.
 - 32% of operational staff are male, however, 65% of the Community Payback/Unpaid Work staff are male.
- Disabled staff make up 11.6%
 - 4.6% of the middle managers have a disability.
 - 10% of operational staff have a disability.
 - There has been an overall increase of 4 disabled staff.
- The proportions of staff have remained the same during this year and the majority of the staff group continued to fit into the following age bands 40-49 (116), 50-59 (103) and 30-39 (89).

Disciplinary

10.2 There were 7 disciplinaries in total with no apparent disproportionality against any of the protected characteristics.

Grievances

10.3 There were 6 grievances in total with no apparent disproportionality against any of the protected characteristics.

Applicants for employment

10.4 The numbers of applicants overall have increased. There have been more applicants in this year than during the whole of 2010/11. There was a significant increase of applicants from non-white backgrounds. These applicants make up one third of the total applicants and one third of the appointments made which supports previous data that suggested that there is no disproportionality in relation to applications made. Proportionately, male applicants appear to be appointed at higher rates than female applicants. Only 13 applicants said they had a disability.

Appointments made

10.5 35 appointments were made, of which one third were male. One of them had a disability and all except two were either White British or Irish. The appointments were spread across the age bands with 7 of them in the 50-59 age bands, however 10 were in the 20-29 age bracket which is a significant increase over previous years.

Left employment

10.6 25 staff left employment: 20 women and 5 men. In addition there were 10 members of staff who were over 60+ years of age. Although the default retirement age has now gone these 3 members of staff were the last cohort of staff to still qualify under those previous arrangements. Only one member of staff that left had a disability and all of them were White British.

Appraisals and supervision

10.7 There is no apparent disproportionality across the protected characteristics.

Training requested and received

10.8 There is no apparent disproportionality across the protected characteristics. The figures reflect that the majority of the training provided is mandatory, which is generally targeted towards front-line staff.

Monitoring gaps

10.9

- CPT has the systems in place to be able to monitor both sexual orientation and religion or belief but at the moment there is no take-up from staff.
- A policy is about to be put in place to support trans-staff and discussions will be held as to how to identify outcomes and support needs from trans-staff.

Gender pay gap

10.10 The salary scheme provides for a fair, transparent and consistent pay and conditions structure, based on the principles of equality. Three years ago there was a job evaluation exercise carried out and aware male and females do same and similar jobs they receive the same pay.

11. Conclusion

Unclassified

In relation to the ability to pay due regard to the general duty across all of the protected characteristics, CPT has a number of critical processes in place which include an accountability structure from EDAG to the Board, data monitoring and evaluation systems which include the Diversity Grid and Strategic Needs Assessment and a system of conducting Equality Impact Assessments. These provide an effective foundation to ensure that CPT is compliant with its duties and responsibilities. The agenda is dynamic and monitoring processes must be flexible to ensure that appropriate information is gathered and effectively utilised for positive change. The Equality Objectives which will be published in April 2012 will be formulated to address some of the gaps and issues highlighted in this document.

Unclassified

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Based upon Staff in post as at end of 31/12/11 Includes Chair, CEO but excludes Agency and Relief

Category Ethnic Group	Staff in post as at 31/12/11 (375)	Applicants for employment (616) ³	Appointments made ⁴ (35)	Applicants for ⁵ training(254)	Training received for (226) ⁶	Profile of promotions (2)	Performance assessments/ Appraisals ⁷ (252)	Capability (0)	Grievance (6)	Disciplinary (8)	Left employment during this period (25)
Ethnicity											
White WI British	353	579	32	237	210	1	233	-	6	7	25
Irish W2	6	6	1	3	2	1	5	-	-	-	-
Gypsy Irish Traveler W0	-	-	-	-	-	-	-	-	-	-	-
White Other W9	6	11	-	8	8	-	4	-	-	-	-
Mixed Heritage M1, M2, M3, M5,	2	5	1	4	2	-	1	-	-	-	-
Asian A1, A2, A3, A9	2	3	-	2	2	-	2	-	-	-	-

Unclassified

Black, B1, B2, B9	3	9	1⁸	2	2	-	2	-	-	-	-
Chinese	-	-	-	-	-	-	-	-	-	-	-
Other Ethnic Group 09	1	-	-	-	-	-	1	-	-	1	-
Prefer not to say	2	-	-	-	-	-	-	-	-	-	-
No Response	-	-	-	-	-	-	-	-	-	-	-
Disability											
Disability/ Disabled	39⁹	13	1	28	25	0	29	0	1	0	1
Non disabled	336	603	34	226	215	2	223	0	5	8	24
Gender											
Females	277	522	26	190	170	1	194	0	5	5	20
Males	98	14	9	64	56	1	60	0	1	3	5

Unclassified

Age bands											
20-29	33	238	10	28	28	1	25	0	0	0	2
30-39	89	136	8	60	49	1	57	0	2	5	5
40-49	116	151	10	74	66	0	80	0	2	3	4
50-59	103	87	7	78	68	0	72	0	1	0	4
60 +	34	2	0	14	14	0	18	0	1	0	10

1 does not show where applicants are internal or external

2 does not show where posts were offered to external applicants

3 some staff may have applied for more than one training event

4 reflects that the bulk of training is mandatory. The structure of the organisation suggests disproportionality in terms of age, however, this is reflective of where staff are, and their specific roles, e.g. there is a greater proportion of women in middle management and less training has been targeted at middle managers.

5 reflects those uploaded up on to the system and not necessarily the number of appraisals carried out, which is greater.

6 A Black external applicant was offered a post but declined as she was offered another post at the same time that was closer to home

7 increase in numbers of staff saying they have a disability (11.6%)