

8. Ensuring access to information and services

8.1 Publishing assessment, consultation and monitoring results

Public authorities must set out arrangements for publishing the results of any assessment, consultations and monitoring, to see whether policies have an adverse impact on race equality.

The Area publishes a quarterly newsletter and provides information in that about accessing outcomes of impact assessments and the consultation process. This newsletter is sent to stakeholders (see appendix 2), and individuals and groups on the Directory of Resources database.

8.2 Communicating outside of the organisation

The Area publishes and distributes the Directory of Resources newsletter four times a year to local BME, disability and other community organisations on its database – (approximately 120 organisations). The articles:

- explain about our work;
- invite people to apply for jobs with us;
- provide greater understanding about specific jobs so readers know more about the jobs we offer;
- explain how the consultation process is working;
- provide overviews of the outcomes of impact assessments;
- discuss new initiatives that may impact in communities;
- invite organisations to events we are planning;
- profile BME and other community organisations and our work / links with them.

The Area has mechanisms in place to make information available to its service users and staff. Staff can easily access translation, interpreting and signing support, both for instant access and for planned and face-to-face work. The Area has some video conferencing facilities, which may over time be useful in providing British Sign Language (BSL) more quickly.

The following are available on request or on our web site:

- Annual Business Plan
- Diversity, Equality and Inclusion Strategy
- Disability Equality Scheme - and Annual Progress Review
- Diversity & Race Equality Scheme - and Annual Progress Review

- Gender Equality Scheme - and Annual Progress Review
- Impact Assessment Guide - Policy Guide & Framework
- Regional Reducing Re-offending Delivery Plan
- Procedure for Accessing Interpretation and Translation Services
- Impact Assessment documentation
- Outcomes of impact assessments
- Results of public consultation regarding polices and functions
- Ethnic monitoring data relating to the employment duty - included in the Race Equality Scheme 2008 - 2011
- Directory of Resources (community) newsletters.

To request a hard copy of any of the above, please contact the Diversity Manager at:

Beech House,
Park West,
Sealand Rd,
Chester
CH1 4RJ
Tel: 01244 394500.

8.3 Making information fully available

The Area aims to ensure that all information about services is available on request in different languages and suitable formats. We are working towards fully accessible services, and to reducing and removing barriers that may prevent effective communication and consultation.

The Area web-site is now fully accessible and provides information about the Area and our services. For further information about the work of the Area, please see the accessible web-site: www.cheshireprobation.org.uk

8.4 Publishing the Scheme

The Scheme has been written in Arial font, point size 14 and the text is not justified, so the words will be clearer to the majority of readers. This follows 'See it Right' guidance by the RNIB. Copies of the Scheme in other languages, large-print, Braille and any other formats are available on request. This is shown on the front or rear of all information published by the Cheshire Probation Board. The Area web-site is fully accessible and the Scheme will be published on that site by 31st of May 2008.

The Scheme will be published in its entirety as a document in its own right and not as part of any other piece of work, however, it is an integral part of the Area's Diversity Equality and Inclusion Strategy.

- It will be available, on request, in a range of formats and languages.
- It will be published on the Area's website.
- It will be available to all staff within the service via the intranet and summarised in a leaflet.
- A summary leaflet of the Scheme will be placed in reception areas within Cheshire Probation and sent to partners and stakeholders.
- A copy of the Scheme in summary format will be sent to all organisations involved in consultation and on the Directory of Resources database.
- It will be circulated to external organisations that may have an interest in the Scheme.
- Progress of the action plan will be monitored by the Equality and Diversity Action Group and the Diversity Panel, with an annual review to Cheshire Probation Board and published on the Area's web-site.