



Ministry of  
**JUSTICE**

National Offender  
Management Service

# SOUTH YORKSHIRE PROBATION

## SINGLE EQUALITY SCHEME (SES)

(INC. DIVERSITY & INCLUSION STRATEGY)

**2008-2011**



**SOUTH YORKSHIRE**

Agreed - 30<sup>th</sup> November 2008  
Published – 31<sup>st</sup> December 2008  
Updated – Summer 2009

# CONTENTS

	<b>PAGE</b>
<b>Foreword</b>	<b>3</b>
<b>Section 1</b>	
➤ Our Business	4
➤ Our Functions	4
○ Offender Management	4
○ Interventions	4
○ Victim Contact	4
○ Human Resource Management & OD	4
○ Finance, Commissioning & Procurement	4
○ Information Management	5
○ Board, Legal & Property Services	5
➤ Our Vision, Values and Aims	6
<b>Section 2</b>	
➤ Our Legislative Context	7
➤ Our Diversity Context	13
○ Definitions	13
○ Management Information	13
○ Unions & Staff Support Groups	14
○ Meeting Infrastructure	14
○ Training & Awareness	15
○ Consultation & Community Engagement	15
○ Equality Impact Assessment	15
○ Action Planning	15
○ Consulting, Reporting & Publishing Arrangements	16
○ Compliments, Comments & Concerns	17
<b>Separate Documents</b>	
➤ Prioritised List of Policies, Processes & Practices	
➤ SES Action Plans	
➤ Equality Impact Assessment Toolkit (Forms & Guidance Notes)	
➤ Example Diversity Report – Staffing	
➤ Example Diversity Report – Offenders	

# FOREWORD

Welcome to this the first Single Equality Scheme published by South Yorkshire Probation. It builds on our previous work in relation to race, gender and disabilities and moves the organisation forward in its thinking and activities on diversity and inclusion.

Promoting equality and respecting people's differences must be at the core of an open, fair and diverse society. South Yorkshire Probation has a crucial role to play in building the confidence of all the communities we serve locally, not least for the most isolated, excluded and marginalised groups and individuals in South Yorkshire.

We are working towards being an organisation that treats every member of staff, offender and victim with dignity and respect irrespective of their age, disability, race, religion, gender, sexual orientation, union membership or any other factor. We strive to create an equality of outcome for all, eliminating unlawful harassment and discrimination and promoting good relations and positive attitudes towards difference.

Implementation of the Scheme will take place over the next three years. Delivery on the actions contained in this scheme will be vital to maintaining the confidence of all communities, both internal and external. We are committed to supporting all staff in taking their personal responsibility for diversity and inclusion and will monitor progress through the LDU and County Diversity Management Committees. As part of the monitoring and evaluation of the Scheme we will also consult with community groups and members to seek feedback on our progress in delivering on our commitments along with ideas and suggestions for further initiatives as our work evolves.

The Scheme will be regularly refreshed to ensure its continued relevance in a rapidly changing world, and we would encourage you to reflect upon it and become involved in it, either through your LDU Diversity Committee or by contacting the Diversity and Inclusion Team direct. We endorse this Scheme, and welcome the progress that we have made – and must continue to make – towards diversity and inclusion within South Yorkshire Probation.

**Roz Brown**  
**Chief Officer**, South Yorkshire Probation

**Peter Smith**  
**Chair**, South Yorkshire Probation

# SECTION 1

## OUR BUSINESS

*South Yorkshire Probation (SYP) manages the punishment and rehabilitation of offenders under orders laid down by the Courts in order to protect victims and the general public and reduce re-offending.*

It is our responsibility to ensure that offenders placed on Suspended Sentence or Community Orders by the Courts or released from prison sentences on licence, comply with the requirements of that order or licence.

Whilst supervising offenders we work with them to challenge their attitudes and change their behaviours in order to minimise the risk they pose to the public and to reduce the likelihood of them re-offending.

We also work with offenders to ensure they understand the impact of their behaviour on victims of crime and work with the victims of serious violent and sexual offenders to ensure they are informed of the custodial process.

## OUR FUNCTIONS

### Offender Management

Public protection and the reduction of offending are key principles of the probation service and offender management is the process by which we achieve this.

### Interventions

To support the reduction of crime we provide high quality, cost effective interventions (Accredited Programmes, Unpaid Work and provision of Approved Premises) that meet the assessed needs of offenders. Interventions can be delivered 'in house', by direct contracting provision or by services jointly commissioned with our partners.

### Victim Contact

Since 2000 we have had a statutory duty to consult with and notify victims about the release arrangements of offenders serving 12 months or more for a sexual or violent offence, signalling the placement of victims as important partners in the criminal justice process.

### Human Resource Management & Organisational Development

Through the deployment of a cost effective, professional human resource service we ensure the organisations ability to deliver the right services to the right people at the right time by the right people with the right skills.

### Finance, Commissioning & Procurement

Through effective financial planning and management we ensure the financial resources are available for direct provision, partnering and commissioned provision of services. Where we commission external organisations and agencies to carry out any part of our functions it is incumbent upon them to comply with the equalities duties placed upon us.

## **Information Management**

The provision of a high quality, professional information service enables the organisation to function on a tactical level as well as providing information and analysis to support the targeted deployment of resources to best meet the needs of the organisation and the communities we serve.

## **Board, Legal & Property Services**

The effective provision of governance through the Board and a professional legal service allows the organisation to function within its statutory and legal confines. The provision and maintenance of the physical estate enables the organisation to meet the needs of staff and offenders.

## **Prioritised List of Functions**

Our functions, policies, processes and practices have been assessed against the general duties for race, gender and disability and against sexual orientation, age and religion and belief. These have then been ranked in order to their relevance to each duty which has dictated the prioritisation of the Equality Impact Screening and Assessment with High priority ones having to be completed in 09/10, medium on 10/11 and low in 11/12. The 17 Key Policies all being required in 09/10 irrespective of their ranking order. These rankings have been agreed by the County Diversity Management Committee which includes representatives from trade unions, Black and disabled staff as well as representatives from the LDU Diversity Management Committees.

The Prioritised List of Functions is available as a separate document.

# OUR VISION, VALUES & AIMS

Our **vision** for diversity and inclusion is:

***“To be recognised as one of the top 5 Probation Trusts for Diversity and Inclusion work in the country by 2011.”***

Following consultation with a multi grade staff group which included representatives from the Black Workers Group, the Workability Group and the recognised Trade Unions, the following aims were agreed:

By 2011, SYP **aims** to be an organisation where:

- Diversity and inclusion is embedded into our culture and the way we do business;
- All staff take personal responsibility for diversity and inclusion;
- All systems are geared to delivering a diverse culturally competent organisation;
- There is transparency and visibility in our approach to diversity and inclusion;
- We are a learning organisation, sharing information and using simple terminology;
- We are an action-oriented, outcome focussed organisation that measurably demonstrates our success
- All staff, communities, victims and offenders feel empowered, respected and safe.

The following **values** form the basis for the way we do business:

- Communities have the right to live free from crime and the fear of crime;
- People can and do change and develop;
- Whenever possible offenders should be enabled to play a full part in society;
- Working with others is more effective than working on our own;
- All people should be treated with respect, dignity and fairness;
- The diverse needs of victims, offenders and staff must be valued and met equally;
- Our services should be the highest quality, delivering best value for money

## SECTION 2

### OUR LEGISLATIVE CONTEXT

Since the early 1970's there has been a growing tide of equalities legislation, initially focussed on race, gender and equal pay but latterly taking on issues of disability, religion/faith, sexuality, gender identity, human rights and most recently age.

Since the Race Relations Amendment Act, over 6 years ago, legislative changes have introduced the requirement for public sector organisations to have Race, Disability and Gender Equality Schemes incorporating the need for strand specific actions such as training, consultation, information provision and Impact Assessments of policies, procedures and practices. Responsibility for ensuring compliance with these duties now sits with the Commission for Equality and Human Rights in London, which has the right to carry out inspections, investigations and issue compliance notices.

This Scheme is designed to support SYP in both complying with and demonstrating good practice around the following pieces of legislation;

- Equality Act (Sexual Orientation) Regulations 2007
- Equality Act 2006
- Employment Equality (Age) Regulation 2006
- The Employment Equality (Sex Discrimination) Regulations 2005
- Civil Partnerships Act 2004
- Employment Equality (Sexual Orientation) Regulation 2003
- Racial and Religious Hatred Act 2006
- Employment Equality (Religion or Belief) Regulation 2003
- Race Relations Act 1976 (Amendment) Regulation 2003
- Race Relations Amendment Act 2000
- Race Relations Act 1976
- Gender Recognition Act 2004
- The Sex Discrimination (Gender Reassignment) Regulations 1999
- Sex Discrimination Act 1975
- Equal Pay Act 1970 (Amended)
- Disability Discrimination Amendment Act 2005
- Disability Discrimination Act 1995

It is fair to say that SYP has in the past had limited success in achieving compliance with the legislative requirements placed upon us. This would appear to have been mainly due to the lack of clear professional strategic leadership on the issues compounded with competing demand for scarce resources.

This Scheme and supporting Action Plans are designed to provide the leadership and route map that will deliver the organisational values where *“the diverse needs of victims, offenders and staff are valued and met equally and all individuals are treated with respect, dignity and fairness”*.

## GENERAL DUTIES

### ELIMINATING UNLAWFUL DISCRIMINATION & HARASSMENT (INC. RACIAL, DISABILITY, GENDER AND GENDER IDENTITY)

We have developed a new management information report for employment and service delivery that identifies potential unlawful discrimination.

These reports are produced on a local and county wide basis and are submitted for the local and county Diversity Management Groups to take action.

Areas highlighted are investigated and remedial action taken such as;

- disciplinary sanctions,
- reinstatement or reduction/expunging warnings,
- education and awareness raising,
- provision of new guidance or relaunch existing guidance,
- targeted partnership working,
- coaching and mentoring,
- independent review,
- external advice or input,
- contract termination,
- removal from approved contractor register,
- monitoring and analysis, etc.

We have commissioned an independent review of our grievance and disciplinary cases over the last 3 years to identify any disproportionality. The results of this review will be instrumental in the redesign and relaunch of the new processes.

We will update and relaunch the Complaints and Harassment Processes and ensure all staff and offenders have access to them.

Mandatory online diversity foundation training is being rolled out across the organisation. This will provide information to all staff on their rights and responsibilities under equality legislation.

Staff Support Groups are available to support individuals raising a claim of discrimination or harassment as well as those subject to investigations.

We have a full suite of language services available to ensure all offenders, victims and staff with either a community language or alternate communication needs (BSL, Braille, etc.) are fully able to engage with our services and policies and practices.

Contractors are required to abide by our equality duties whilst having their own equality, discrimination and harassment policies and are held accountable for breaches of practice which lead to unlawful discrimination or harassment.

## **PROMOTING EQUALITY OF OPPORTUNITY (INC. RACIAL GROUPS, DISABLED AND NON DISABLED PEOPLE AND MEN AND WOMEN)**

All recruitment, selection and promotion processes are designed to enable all internal and external candidates to fully participate. Reasonable adjustments are made for candidates with disabilities. Wherever possible we try to ensure panels are gender and ethnicity balanced.

We are developing a community panel to work with us on panels, consultations, etc. to provide cultural awareness and diversity balance where we are unable to do this within our own resources.

Organisational change activities are monitored to ensure equality of opportunity and proportionality of impact.

We have recently successfully undergone the Disability 2 Tick reaccreditation; the results of this have been circulated to all staff.

All managers are required to have a conversation with all staff about pre existing and newly acquired disabilities and what support and reasonable adjustments can be made to ensure their continued success within the organisation.

There is at least 1 annual communication with all staff with a disability from the Head of Diversity and Inclusion to facilitate the confidential raising of any concerns or issues.

All staff have received a briefing on the DDA and disabilities and have been made aware of the details of the Access to Work Scheme and our approach to Reasonable Adjustments.

We have a well developed process for working with Access to Work colleagues and the identification and procurement of reasonable adjustments be they physical equipment, software or changes to duties, working patterns or hours. Recent adjustments have included;

- Chairs,
- Keyboards
- Software
- Working patterns
- Accommodation for a Support Worker
- Additional preparation time during assessment centres
- Changes to hours of work
- Phased return to work
- Reduced caseload
- Additional training
- Mentoring and coaching support

We have a Guide to Accessible Events and Communications which ensures all meetings, training, print and electronic communications are delivered in an accessible way and contain positive role models and case studies.

Local and County Diversity Management Groups are tasked with ensuring a place for local diversity and equality issues can be raised and resolved or escalated where appropriate. Each Group is mandated to have representatives for unions, women, BME and disabled staff and offenders. The County Group also has a Board member who attends to represent the Board.

We have a countywide Women Offenders Group that are tasked with developing and implementing best practice for the management of women offenders such as court diversion schemes, semi specialist practitioner roles, awareness raising, signposting services, sentencer communications, etc. This group works on developing an equality of outcome for women offenders compared to male offenders.

We have a countywide Foreign National Offenders Group that are tasked with building relationships with UKBA and CCD and developing and implementing best practice for the management of foreign national offenders such as provision of language services, increased use of community and suspended sentence orders, greater understanding of UKBA/CCD processes, awareness raising, signposting services, sentencer communications, etc. This group is tasked with ensuring foreign national offenders have an equality of service with UK national offenders.

Contractors are required to abide by our equality duties whilst having their own equality policies and are held accountable for breaches of practice. All contractors are required to provide regular reports to the Contract Manager who is responsible for ensuring compliance, standards and equality of service provision.

We have a full suite of language services available to ensure all offenders, victims and staff with either a community language or alternate communication needs (BSL, Braille, etc.) are fully able to engage with our services and policies and practices.

#### **PROMOTING GOOD RELATIONSHIPS & POSITIVE ATTITUDES (INC. RACIAL GROUPS AND DISABLED PEOPLE)**

We have a number of guides for staff detailing the appropriate management of offenders taking account of issues such as religious observance, physical disabilities and mental impairments etc.

We celebrate a range of events and occasions for staff and offenders such as Black, Gay and Traveller History Months, Ramadan, Eid, etc. Through the provision of information, guidance and briefings we encourage staff to be mindful of colleagues and offenders cultural and community backgrounds and how they can best be supportive and provide a respectful service.

We use positive role models and case studies in training and development activities and in our PR and communications initiatives.

The Flexible Working Practice Instruction has been launched which encourages good relationships by extending the Right to Request facility to all staff irrespective of childcare or disability carer responsibilities. This reduces anxiety of staff making a request and the concerns of colleagues. We are seeking to launch a similar scheme for the Right to Request Training.

We have launched a Carers Booklet covering all aspects of maternity, paternity, adoption and care related facilities available to staff.

All HR policies, procedures and practices recognise and take account of civil partnerships and homosexual as well as heterosexual relationships.

Whilst we have no transsexuals currently in employment they would be accommodated for within their self defined gender role and therefore would be eligible for the benefits, facilities and rights of that gender including facilities such as carer, adoption and paternity leave.

We have been instrumental in developing and delivering Gun, Gang and Knife Crime conferences open to community members and representatives from criminal justice agencies.

The purpose was to dispel rumours and stereotypes on both sides and form alliances between agencies and communities to tackle the issues of gun and knife crime and gang culture.

We have also worked with residents groups following neighbourhood turbulence with the aim to resolve community disturbance through dialogue and understanding.

Offender managers work with offenders to develop reintegration strategies and to work on negative stereotyping and hate based belief systems that lead to offending and exclusion and violence.

Offenders are required to consider victim issues which can often include consideration of victim and community impact, dispelling rumours, beliefs and myths about particular groups within society.

#### **ENCOURAGE PARTICIPATION BY DISABLED PERSONS IN PUBLIC LIFE**

We have a full suite of language services available to ensure all offenders, victims and staff with either a community language or alternate communication needs (BSL, Braille, etc.) are fully able to engage with our services and policies and practices.

We are developing a community panel to work with us on panels, consultations, etc. to provide cultural and disability awareness and diversity balance where we are unable to do this within our own resources.

We support disabled staff with duty time to attend the Workability group.

We supported disabled staff to attend the National Disabled Staff Support Network annual conference.

We support disabled staff participating in national and regional roles for the National Disabled Staff Support Network.

We support attending where successful the National Accelerate professional Development Programme.

All local and the County Diversity Management Groups have a mandated seat to represent disabled staff and offender issues.

#### **TO TAKE STEPS TO TAKE ACCOUNT OF DISABLED PERSONS' DISABILITIES, EVEN WHERE THAT INVOLVES TREATING DISABLED PERSONS MORE FAVOURABLY THAN OTHER PERSONS**

We have recently successfully undergone the Disability 2 Tick reaccreditation; the results of this have been circulated to all staff.

All managers are required to have a conversation with all staff about pre existing and newly acquired disabilities and what support and reasonable adjustments can be made to ensure their continued success within the organisation.

There is at least 1 annual communication with all staff with a disability from the Head of Diversity and Inclusion to facilitate the confidential raising of any concerns or issues.

All staff have received a briefing on the DDA and disabilities and have been made aware of the details of the Access to Work Scheme and our approach to Reasonable Adjustments.

We have a well developed process for working with Access to Work colleagues and the identification and procurement of reasonable adjustments be they physical equipment, software or changes to duties, working patterns or hours. Recent adjustments have included;

- Chairs,
- Keyboards
- Software
- Working patterns
- Accommodation for a Support Worker
- Additional preparation time during assessment centres
- Changes to hours of work
- Phased return to work
- Reduced caseload
- Additional training
- Mentoring and coaching support
- Changed reporting arrangements for offenders
- Singleton and specialist placements for offenders on Community Payback
- 1-2- programme tuition for offenders

We have a Guide to Accessible Events and Communications which ensures all meetings, training, print and electronic communications are delivered in an accessible way and contain positive role models and case studies.

We make reasonable adjustments for staff participating in assessment centres such as colour paper and additional preparation time for staff with dyslexia and materials provided in Braille for visually impaired colleagues.

# OUR DIVERSITY CONTEXT

SYP has a long history of engagement with diversity and a real commitment to improving our delivery against our organisational values, in particular where *“the diverse needs of victims, offenders and staff are valued and met equally and all individuals are treated with respect, dignity and fairness”*.

Our service delivery is good and improving and we have long established links with local communities on which we can build. However there is some evidence to suggest that we do not achieve equal outcomes for all victims and offenders.

Despite current activity there is still more that we can do as an organisation to provide an equality of service to offenders, victims and members of staff.

## DEFINITIONS

**Equalities/Equal Opportunities** – an approach based on compliance with the legislative framework for race, gender, age, sexual orientation, religion/faith and disability. Responsibility traditionally falls to ‘management’.

**Diversity** – an approach based on recognising and harnessing the added value brought about by having a diverse workforce and service user/client base. Responsibility traditionally is shared by all.

**Inclusion** – an approach based on the active presence, participation and achievement of all members of a society in all aspects of that society.

## MANAGEMENT INFORMATION

We have recently revised our diversity reporting and now have 2 main reports routinely available on offenders and staff (see additional documents for sample reports); these are supplemented by routine and ad hoc analysis of grievance and disciplinary cases, organisational change initiatives, staff opinion surveys, etc. We monitor staff disability by type inc. visual impairment, hearing impairment, mental health, cancer, dyslexia, mobility restrictions, etc.

Offenders are monitored by diversity strand to ensure equality of outcome by;

- PSRs – inc. quality assurance of the PSR by line managers
- Types of Orders inc. unpaid work, custodial, suspended sentence, etc.
- Tiering
- Compliance
- Community Order Starts & Completions

In addition we monitor all contracts for equality inc. ETE and housing.

Recent monitoring has found;

- A disproportionality in the numbers of BME and disabled staff raising grievances and being involved in disciplinaries as a result we commissioned an independent review of grievance and disciplinary practices over the past 3 years and are reviewing our policies and associated training practices,

- We were not able to identify the number and flow through of foreign national offenders through our services so have made changes to data collection of immigration status and nationality which is resulting in our ability to track their experience and provide targeted services like languages as well as provide greater training and awareness of the issues for offender managers,
- That women offenders receive disproportionately more short term custodial sentences despite being proportionally lower risk offenders than men as a result we have established a multi agency consortium for women offenders services and are looking to develop services designed to reduce reoffending in this group and develop alternatives to custody.
- The number of staff identifying as LGBT is lower than would be anticipated statistically and therefore we have established a local LGBT staff support group whom we are working with on the development of recording protocols and work plan for the greater involvement and profile for LGBT staff.

Our goal is to now embed the diversity and inclusion data set so that staff and offender data is routinely used to reinforce good practice and challenge behaviours, attitudes and practices that lead to inequitable outcomes.

### **UNIONS & STAFF SUPPORT GROUPS**

We have a well developed union infrastructure for both NAPO and Unison. We also have well established staff support groups for Black staff and those with a disability, each having good links with their national counterparts.

Through our involvement in the national “Accelerate” programme we have a clear commitment to supporting the development of our managers from Black and minority ethnic groups and those with disabilities.

Our goal is to develop a positive working relationship with unions and support groups, existing and new where demand requires it, for the benefit of all staff (members or not). Our joint aim is to develop a more sophisticated and integrated approach to diversity and inclusion.

### **MEETING INFRASTRUCTURE**

We have a long established meeting infrastructure where each LDU has a regular Diversity Action Group where representatives from staff support groups and the unions meet with LDU managers to identify local actions and initiatives that promote diversity and equality. A representative from these meetings then attends the South Yorkshire Diversity Action Group, chaired by the Chief Officer where LDU issues are raised along with national and regional issues and initiatives. The Director of HR & OD attends these meetings along with members of the Board. It is through these meeting structures that SYP have coordinated an annual series of events to mark the National Probation Service Diversity Week initiative.

Our goal is to develop the work of these groups to reflect a more strategic approach to embedding diversity and inclusion into the day to day activities of the divisions and teams. Each group should hold an annual diversity event where staff assess the impact of their services from a diversity perspective, the outcomes of the event should then form the annual action plan for each group and fit within the business planning cycle. In addition regular reporting will take place through to LNCC, JNCC, HR&OD Strategic Groups, SLT, Exec Group and Board meetings.

## **TRAINING & AWARENESS**

With regard to diversity and inclusion training and awareness activities, we have historically run a Diversity Induction day for all new starters internally which has been supplemented by a range of diversity related interventions being provided by the Training Consortium.

Our goal is to work with partners where appropriate in order to provide a cost effective foundation diversity awareness module that ensures statutory legislative compliance. We will also work to ensure diversity and inclusion are embedded strands running throughout our training and awareness raising activities. The need for stand alone diversity and inclusion training activities will be carefully assessed to avoid reinforcing the idea that diversity and inclusion are in any way different to good practice. We will also investigate joint working with our NOMS and LCJB partners on the development and deployment of Diversity and Inclusion training and development activities.

## **CONSULTATION & COMMUNITY ENGAGEMENT**

Historically our approach to consultation and community engagement has been haphazard, ad-hoc and dependent on the good will and enthusiasm of a few passionate people within a few isolated communities.

Our goal is to move to a position where consultation takes place across the county on a structured basis within a strategic framework. Where possible and appropriate we will work with partner agencies to avoid unnecessary duplication and 'consultation fatigue' within communities. Results of consultation events and exercises will be reported back to communities and individuals in formats and ways that are accessible in accordance with a new Community Engagement Strategy. We will also investigate joint working with our NOMS and LCJB partners on the development and deployment of the Community Engagement Strategy.

## **EQUALITY IMPACT ASSESSMENT (EIA)**

Our approach to carrying out EIAs has again, historically been patchy with a number of senior staff receiving training on how to carry these out but in the absence of an agreed corporate template and approach the implementation of any such process has been lacking.

We have now implemented the EIA tool. The EIA process requires a screening of all policies, procedures and practices with those being classed as having a high risk of disproportional impact will be subject to full Impact Assessment involving consultation internally and externally with relevant groups including those with disabilities. We will consult with our Workability (Disability) Staff Group on all internal policies, procedures and practices. We will continue to make our external policies, procedures and practices available to local and regional disability groups. All new policies, procedures and practices will be subject to EIA prior to final approval. Existing policies, procedures and practices will be subject to EIA within the lifespan of this Scheme according to a prioritisation process. The prioritised list is available as a separate document.

## **Action Planning**

We currently have a number of equality related action plans that have been developed at various stages over the last few years. Progress towards delivering on these plans has been limited due to demand for scarce resources and the lack of a strategic route map for diversity and inclusion.

In order to deliver on the Scheme commitments it is supported by a series of strand specific action plans. These plans are designed to be targeted, focussed and deliverable in order to

ensure movement takes place across the strands. The plans are initially written for the 2008/09 financial year and will be updated each year as part of the annual review process.

Our Action Plans are available as a separate document.

### Consulting, Reporting & Publishing Arrangements

The following consultation and involvement has taken place;

**Internal Focus Group** inc. Black Workers Group, **Workability (Disabled) Workers Group** and Unison & NAPO Trade Unions.

Developed the initial draft of the scheme with contextual and experiential content.

**Internal Diversity Committees** inc. Black Workers Group, **Workability (Disabled) Workers Group** and Unison & NAPO Trade Unions.

Shaped action plans, final draft Scheme including clarification of terms for Gypsy/Travellers and Disability, Equality Impact Assessment process and documentation. Signed off final Scheme & Plans.

**Internal Staff & Support Groups** inc. BME, **Disabled**, LGBT staff and Black Workers Group and **Workability (Disabled) Workers Group**.

Consulted within their membership through briefings, meetings, intranet and email – changes to draft Scheme and action plan.

### External Partners & Community Groups

Organisation	Method	Feedback & Response
Barnsley Black & Ethnic Minority Initiative	Email & Internet	No feedback received
Doncaster Chinese Learning & Resource Centre	Email & Internet	No feedback received
Tassibee Centre for Asian Women	Email & Internet	No feedback received
Rotherham Ethnic Minority Alliance	Email & Internet	No feedback received
Northern Refugee Centre	Email & Internet	Too much jargon – reduced use of jargon Encourage use of community engagement for smaller strand specific networks working locally – development of Community Engagement Strategy Welcome focus on language services – specific area in action plans focussing on this area of work Welcomes opportunity to work in partnership on homeless refugee ex offenders leaving custody – specific work now being carried out.
Black Card (Sheffield)	Email & Internet	No feedback received
Doncaster Ethnic Minority Regeneration Centre	Email & Internet	No feedback received
<b>IMBY Disability Network Doncaster</b>	Email & Internet	No feedback received
OFFER Community Empowerment Network for Sheffield	Email & Internet	No feedback received
Sheffield Community Enterprise Development Unit	Email & Internet	No feedback received
APNA HAQ Project	Email & Internet	No feedback received

Ashiana Sheffield	Email & Internet	No feedback received
Barnsley Domestic Violence Group	Email & Internet	No feedback received
Burngreave Domestic Abuse Project	Email & Internet	No feedback received
Rotherham Women's Refuge	Email & Internet	No feedback received
Sheffield Women's Aid	Email & Internet	No feedback received
Sheffield Fruitbowl (LGBT Youth)	Email & Internet	No feedback received
Doncaster YWCA LGBT Group	Email & Internet	No feedback received
Equity LGBT Partnership	Email & Internet	No feedback received
LGBT Rotherham	Email & Internet	No feedback received
South Sheffield Partnership BME Network	Focus Group Meeting	Interested in pursuing Board Members participating in EIA – briefings and training available as and when required. Interested in watching how plans for training progress.
Stonewall	Email & Internet	Welcomed inclusion of sexuality monitoring and provided guide – guide followed in development of sexuality questions on monitoring forms. Suggested specific mention of legislation – legislation now listed. Recommend joining Stonewall Diversity Champions and participating in Workplace Equality Index – included in action plans where funding allows for participation.

The Scheme is available electronically from the South Yorkshire Probation intranet/internet sites. The Scheme is subject to an annual progress review which will be overseen by the County Diversity Committee. Each review will result in a progress report that will be a public document made available primarily from the South Yorkshire Probation intranet and internet sites. It will be made available on request in alternate languages/formats.

### Compliments, Comments & Complaints

We recognise that the issues of diversity and inclusion can often be emotive for individuals and this can therefore pose concerns for staff and victims, offenders and partners. We also acknowledge that only by facing into these issues will we be able to move South Yorkshire Probation forward, this however will give rise to the possibility of staff 'getting it wrong' on occasion. As a learning organisation we accept that mistakes will and do happen and we need to learn by them. We therefore encourage any feedback about the operation of this Scheme and our approach to diversity and inclusion and will take steps to support individuals learning through such feedback.

Any compliments or comments regarding this Scheme should be addressed to;

**Kathy Anderson**  
**Head of Diversity and Inclusion**  
 South Yorkshire Probation  
 45 Division Street  
 SHEFFIELD, S1 4GE

Any complaints should be directed through the South Yorkshire Probation Complaints and Resolutions Procedure available on the SYP internet site.