

South Yorkshire Probation Area  
Race Equality Scheme  
Year 2 Action Plan  
&  
Diversity Plan 2003-04



NATIONAL PROBATION SERVICE  
for England and Wales

*South Yorkshire*

# Introduction

Welcome to Year 2 of South Yorkshire Probation Area's commitment to making a real difference.

This document is designed to meet the Legal requirements as set out by the Race Relations Amendment Act 2001 and further guidance on Diversity. This is a public document available at [www.syps.org.uk](http://www.syps.org.uk).

The plan incorporates the National Diversity Strategy for the National Probation Service for England and Wales 2002-06. This is entitled 'The Heart of the Dance', published by the Home Office, National Probation Service for England and Wales (2003).

The RES & Diversity Plan has the full support of the Service and its Board. Overall responsibility lies with the Chief Officer and senior management team. All Managers of the service are accountable for the implementation of the plan throughout South Yorkshire.

Further information can be obtained from the Diversity Manager on 0114 276 6911.

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Objectives	Action	Timescale	Lead Officer(s) & Responsible Staff
<p>1.2b Continue to distribute relevant service information and all external vacancies to BME contacts database.</p> <p>1.3 Display positive BEM images/literature in all its buildings, in staff areas and waiting rooms.</p> <p>1.4 Begin to provide accessible information about the service and its operations.</p> <p>1.5 An increased awareness of the range of religious and cultural observances in all NPS staff.</p>	<p>1.2b Continue to distribute relevant service information and all external vacancies to BME contacts database.</p> <p>1.3a Display positive material and promote a more diverse image of the Service and its staff.</p> <p>1.4a Establish a scheme to provide translation into the 5 most popular languages and Braille.</p> <p>1.4b Service information to be translated pro-actively when required for PR events. Awaiting distribution of standardised translated material from NPD.</p> <p>1.5a Inform staff of religious and cultural events to increase an understanding and tolerance.</p> <p>1.5b To produce a booklet of religious and cultural information relating to Service operations and working with Offenders, \victims and communities.</p> <p>1.5c Ensure the booklet is distributed to all Offices. Managers to promote the implementation of this through team meetings and supervision.</p>	<p>Ongoing from July 2003</p> <p>By December 2003</p> <p>Ongoing from July 2003</p> <p>By March 2004.</p>	<p>Public Relations Manager Diversity Manager</p> <p>Diversity Manager ACO Human Resource Public Relations Manager</p> <p>Diversity Manger All Managers</p>

<b>Objectives</b>	<b>Action</b>	<b>Timescale</b>	<b>Lead Officer(s) &amp; Responsible Staff</b>
1.6 Reduction in racist and discriminatory behaviour within staff and offenders.	<p>1.6a. Training and work within teams to constructively challenge racist behaviour by offenders and colleagues.</p> <p>1.6b Establish a database on violent incidents and complaints.</p> <p>1.6c Monitor complaints, grievances and Violent Incident reports to assess the impact of this initiative.</p>	Ongoing from June 2003	Training Manager Diversity Manager All Managers
2. AIM: Assess and Review Service Policies and structures.			
<p>2.1 All policies to address race equality issues and to eliminate discrimination and ensure equality of opportunity for BEM staff and offenders.</p> <p><b>HEART OF THE DANCE Objectives</b></p> <p><b>2.1.1 Assess positive negative impact of all functions and policies for BEM staff and service recipients.</b></p> <p>2.2 Ensure all meetings include a pro-active approach to addressing 'diversity'.</p>	<p>2.1a All policies to be reviewed for impact Assessment purposes. Policies to include a Diversity element and address specific areas of discrimination.</p> <p>2.1b Ensure the views of BEM staff are addressed in policies, where appropriate.</p> <p>2.2a Ensure Diversity is included within all agenda items and the Chair prompts comprehensive discussions within the meeting.</p> <p>2.2b Minutes will be monitored to ensure</p>	<p>Ongoing from February 2003</p> <p>Ongoing from January 2003.</p>	<p>Chief Officer All ACO's Diversity Manager Public Relations Manager Trade Unions</p> <p>Board Chair Chief Officer All Managers Board</p> <p>Chief Officer ACO Human Resources Trade Unions</p>

Objectives	Action	Timescale	Lead Officer(s) & Responsible Staff
	<p>compliance with this objective.</p> <p>2.2c All reports to include a Diversity perspective and discuss the Impact of the report in relation to Diversity.</p> <p>2.2d Issues reported to Divisional Diversity Management Committees and the Area DM.</p> <p>2.2e Make explicit the Service's expectations for its own staff and those of other agencies/ organisations with whom we work on joint agendas.</p> <p>2.2f Diversity and Equal Opportunities Policy commitment to be sent to all agencies/ organisations to whom we second staff to ensure its incorporation into contractual arrangements/protocols.</p>		
3. AIM: Provide equality of access to Information on the Service.			
<p>3.1 Review current methods of internal and external communication to BME staff and communities, and recommend improvement.</p> <p><b>HEART OF THE DANCE Objectives</b> 4.4.1 Offenders access to services regardless of</p>	<p>3.1a Revise methods of communication with BEM communities, including appropriate languages to use. Provide improved access to information on the Service.</p> <p><b>Funding Support from NPD</b> <b>Train and support workers.</b></p>	Ongoing from February 2003	Public Relations Manager Diversity Manager

Objectives	Action	Timescale	Lead Officer(s) & Responsible Staff
<p>languages used.</p> <p><b>4.4.2 Provision of interpretation and translation of services.</b></p> <p><b>4.3.1 Provide evidence of meeting BEM victims needs.</b></p> <p><b>4.3.2 Implement NPS research findings on Victim work.</b></p> <p>3.2 Present information about services we provide in a range of different languages and formats when appropriate.</p> <p>3.3 Create stronger links and improve communication with local communities.</p> <p>3.4 Begin to address information needs for BEM Victims.</p>	<p><b>To identify improvements in current service provision.</b></p> <p>3.2a Respond to requests for written translated material and monitor effective use of the interpreting and translation service.</p> <p>3.3a Ensure information about the service and its functions is made more available to BEM communities.</p> <p>3.3b Improve database of service contacts to send out Human Resource &amp; Public Relations materials.</p> <p>3.4a Work with Victims, making contact from the courts, home visits and follow up.</p>	<p>Ongoing from August 2003</p> <p>Ongoing from August 2003</p> <p>Ongoing from August 2003</p>	<p>Diversity Manager</p> <p>Public Relations Manager Diversity Manager All Divisional Managers Human Resources Unit</p> <p>Diversity Manager DM - Victims Victims Manager</p>

Objectives	Action	Timescale	Lead Officer(s) & Responsible Staff
<b>Service Delivery</b>			
4. AIM: Provision of high quality reports, fair enforcement procedures, compliance with accredited programme requirements			
<p>4.1. Begin to monitor equality of access for BEM Offenders onto community sentences and accredited programmes.</p> <p><b>HEART OF THE DANCE Objectives</b></p> <p><b>3.1.3 Implement common approach to training within CJS.</b></p> <p><b>6.1.1 BEM offenders are not disadvantaged through PSRs written for them.</b></p> <p><b>6.1.2 BEM offenders access Accredited programmes.</b></p> <p><b>6.1.3 Implement benchmarks to assess quality of performance in relation to diversity.</b></p> <p><b>6.1.4 Ensure standards in 6.1.3 are met.</b></p> <p><b>6.1.5 Promote and share best practice.</b></p> <p>4.2. Provide a system for authors of court report to access professional interpreters for offenders who are not fluent in English.</p> <p>4.3. More detailed and accurate monitoring of race and ethnicity of offenders.</p>	<p>4.1a PSR's on BEM defendants to have clear written proposals.</p> <p>4.1b Full range of available options including accredited programmes.</p> <p>4.1c Evidence to demonstrate where service gate keeping procedures have been implemented and where feedback has been implemented.</p> <p>4.1d Training for PSR writers to include Awareness of BEM issues, use of appropriate cultural references, and avoidance of prejudices and stereotyping.</p> <p>4.2a Continue to monitor the use of Professional interpreters during contact with non-fluent English speaking offenders/members of the public.</p> <p>4.3a. All Court reports must contain an accurate 'Race and Ethnic Monitoring Code'.</p>	<p>To be monitored via PSR auditing arrangement.</p> <p>Ongoing from October 2003, in conjunction with National review.</p> <p>With immediate effect and in line with NPD</p>	<p>ACO (Operations) Courts Line Managers and PSR Writers SPO's DM's</p> <p>Diversity Manager ACO (Operations) Line Managers and PSR Writers</p> <p>ACO (Operations) ACO (Information Services)</p>

<b>Objectives</b>	<b>Action</b>	<b>Timescale</b>	<b>Lead Officer(s) &amp; Responsible Staff</b>
<p><b>2.1.2 Implement 16+1 Classification.</b></p> <p>4.4. Improve quality of BEM Court reports and make sustained improvements where necessary.</p> <p>4.5 Enforcement Practices which do not impact adversary on BEM offenders.</p> <p>4.6 Increase compliance with GP Programme requirements.</p> <p>4.7 Display positive BEM images//literature in all its buildings, in staff areas and waiting rooms.</p>	<p>4.3b All offenders information has 16+1 classification and gender information. Information to be collected and analysed.</p> <p>4.4 Provide PSR audit feedback to staff on strengths and areas for improvement in work with BEM offenders.</p> <p>4.5 To monitor Enforcement Practice and implement any necessary changes.</p> <p>4.6a Review current practice. 4.6b Implement any necessary changes.</p> <p>4.7 Display positive material and promote a more diverse image of the Service and its staff.</p>	<p>expectations/requirements.</p> <p>With immediate effect.</p> <p>December 2003</p> <p>December 2003</p> <p>December 2003</p>	<p>All Divisional Managers Diversity Manager All SPO's Board</p> <p>ACO (Operations) Courts Line Managers and PSR Writers</p> <p>ACO (Operations) ACO (Information Services) All Managers and Staff</p> <p>ACO (Operations) ACO (Information Services) All Managers and Staff</p> <p>Public Relations Manager Diversity Manager Divisional Admin Staff Reception Staff</p>





<b>Objectives</b>	<b>Action</b>	<b>Timescale</b>	<b>Lead Officer(s) &amp; Responsible Staff</b>
6.2 Improve career development opportunities for existing BEM staff.	<p>6.2a Line managers will pay particular attention to the development needs of BEM staff within the supervision and appraisal procedures. This will be evidenced through Appraisal forms.</p> <p>6.2b Check supervision and appraisal are conducted regularly in accordance with policy.</p> <p>6.2c Monitor implementation of recommendations from the 2003 SY 'Recruitment and Retention' report.</p>	<p>Ongoing from December 2003</p> <p>Annual Report to Board</p>	<p>ACO Human Resources Divisional Managers All Line Managers</p> <p>ACO HR</p>
6.3 All staff have a better awareness in diversity issues.	<p>6.3a Train all staff to develop a better awareness in diversity issues to include training on Immigration and issues for Asylum Seekers and Working with Interpreters.</p> <p>6.3b Implement the Race to Train training plan for all NPS staff.</p> <p>6.3c Follow-up training for all staff incorporated into the Training Plan.</p>	<p>Ongoing from December 2003</p>	<p>ACO Human Resources Training Manager Diversity Manager All Divisional Managers All SPO 's</p>

Objectives	Action	Timescale	Lead Officer(s) & Responsible Staff
7. AIM: BEM Staff have access to appropriate support methods.			
<p>7.1 Determining how the Service will support BEM staff to attend appropriate meetings e.g. ABPO, NAAPS</p> <p><b>HEART OF THE DANCE Objectives</b></p> <p><b>1.3.3 Support vulnerable BEM staff groups</b></p> <p><b>1.3.5 Practice faith without prejudice.</b></p> <p>7.2 Issues from the BEM Workers Support Group to be heard and supported by management.</p> <p>7.3 NPS Staff and visitors to practice their religion in the workplace.</p>	<p>7.1a BEM staff have improved access to advice, support and information.</p> <p>7.1b Determining appropriate protocols to facilitate attendance at appropriate meetings.</p> <p>7.2a The Chief Officer will meet by invitation with the BWSG.</p> <p>7.3 Create an environment where faith can be practised. Identify prayer rooms and resources for each office.</p>	<p>With immediate effect.</p> <p>Last meeting held by March 2003.</p> <p>Continuing</p>	<p>Chief Officer ACO Human Resources Diversity Manager Divisional Managers</p> <p>Chief Officer Diversity Manager</p> <p>Diversity Manager All Divisional Managers</p>
<b>Monitoring Arrangements</b>			
8. AIM: Meeting our Statutory Obligations Under the RES & RRAA 2000.			
<p>8.1. Ensure that appropriate IT/other systems are in place for data collection and analysis. The focus will be:</p> <p><b>HEART OF THE DANCE Objectives</b></p> <p><b>2.1.3 Evaluate the RES</b></p> <p><b>4.5.1 Monitor internal and external complaints.</b></p> <p><b>5.1.3 Ensure Diversity is included within the EEFQM customer surveys.</b></p>	<p>8.1 a Implementation of the 16+1 classifications;</p> <p>(i) Monitor forms returned.</p> <p>(ii) Collate and analyse statistics.</p> <p>8.1b Develop a reporting pack that addresses;</p> <p>(i) Race and ethnic monitoring of offenders and staff.</p> <p>(ii) Analysis of the level of usage of particular services or programmes.</p>	<p>Ongoing from June 2003.</p> <p>Report progress to the Board twice a year, July 2003 &amp; Feb 2004.</p>	<p>ACO (Operations) ACO Information Services Diversity Manager</p>

<b>Objectives</b>	<b>Action</b>	<b>Timescale</b>	<b>Lead Officer(s) &amp; Responsible Staff</b>
<p>8.2 Support and Maintain Diversity Management Committees to implement the RES in each operational area.</p> <p>8.3 Review this RES scheme annually and plan the next year of the scheme.</p>	<p>(iii) Monitoring of concordance rates in PSRs by race and gender.</p> <p>8.2a Monitor progress of Divisional Diversity Management Committees to Area Diversity Management Committees.</p> <p>8.2b Report action of RES outcomes to the Board.</p> <p>8.3a Publish our findings and report specifically on the application of the scheme in the NPS, South Yorkshire Area Annual Report.</p> <p>8.3b Complete review and formulate actions to carry forward to following year.</p> <p>8.3c Plan and organise consultation events with BEM communities.</p> <p>8.3d Produce an RES Action plan for 2004-05.</p>	<p>4 meetings per year</p> <p>Annual - July 2003</p> <p>Ongoing from January 2003</p>	<p>ACO ACO HR Diversity Manager</p> <p>Board Members Chief Officer Diversity Manager Public Relations Manager</p> <p>Diversity Manager</p>

## Wider Diversity Issues

Objectives	Action	Timescale	Lead Officer(s) & Responsible Staff
<b>Strategic Management</b>			
1. AIM: Promote a good public image and improve relations in the wider community.			
1.1 Begin to provide accessible induction about the service and its operation.	1.1a Establish scheme to provide translation into Braille.	Ongoing from November 2003.	Diversity Manager Public Relations Manager
2. AIM: Assess and review service policies and structures.			
2.1 Ensure a pro-active approach to 'diversity'.	2.1a All Policies/Practices reviewed against schedule to ensure diversity is fully discussed.	Ongoing from December Diversity week 2003.	All County Managers within the Service.
<b>Employment Practices</b>			
3. AIM: Effective anti-discriminatory human resources practice.			
3.1 Ensure that all relevant policies/procedures are appropriate and Human resources practices are consistent with legislation and committed to diversity.	3.1a Service Human Resource Procedures are properly applied in all instances and that all staff abide by the NPS Code of Conduct.  3.1b Institute review of Human Resource policies and procedures.  3.1c Monitor progress from the review.		Diversity Manager ACO Human Resources All Divisional Managers
4. AIM: Build and retain a balanced and diverse workforce			
4.1 Balanced and diverse workforce.	4.1a The Service will actively encourage recruitment by presenting and promoting NPS as a diverse employer.  4.1b Target recruitment information at BEM and		Diversity Manager ACO Human Resources Public Relations Manager.

Objectives	Action	Timescale	Lead Officer(s) & Responsible Staff
<b>HEART OF THE DANCE Objectives</b> <b>1.2.3 Increase male TPOs within the service.</b> <b>1.2.4 Increase representation of Disabled staff.</b> <b>1.3.4 Renew 2 ticks/positive about Disability scheme.</b>	disabled events, graduate events and careers fairs. 4.2a Work with the consortium to seek to employ more male TPOs for 2004-05.		
<b>Monitoring Arrangements</b>			
5. AIM: Meeting our statutory obligations.			
<b>HEART OF THE DANCE Objectives</b> <b>2.2.1 Follow NPS definition on Reasonable Adjustments for Disabled Access.</b> <b>2.2.2 Implement NPS IT systems guidelines for people with disabilities.</b> <b>2.2.3 Make reasonable adjustments to relevant estates.</b> <b>4.5.1 Monitor internal and external complaints.</b> <b>5.1.3 Ensure Diversity is included within the EEFQM customer surveys.</b>	Prepare and publish policy and implementation plan.	Nov 2003	Diversity Manager Risk / Estate Manager H&S Officer

# Abbreviations

ABPO	= Association of Black Probation Officers (National Support Group)
ACO	= Assistant Chief Officers
BME	= Black and Minority Ethnic
BWSG	= Black Workers Support Group (Local Support Group)
CJS	= Criminal Justice Services (Home Office organisations in Law & Justice)
CP	= Community Punishment (previously known as Community Service)
HotD	= Heart of the Dance (Home Office - National Strategy)
IT	= Information Technology
NAAPS	= National Association of Asian Probation Staff (National Support Group)
NPS	= National Probation Service (The Local Service)
NPD	= National Probation Directorate (The National heart of the Service)
PSR	= Pre-Sentence Report
RES	= Race Equality Scheme
RRAA	= Race Relations Amendment Act 2001
SPO	= Senior Probation Officers
SSR	= Specific Sentence Report
SY	= South Yorkshire