The Probation Board for Northern Ireland

Annual Progress Report on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006

This report template includes a number of self-assessment questions regarding implementation of the Section 75 statutory duties from 1 April 2011 to 31 March 2012 (Part A).

This template also includes a number of questions regarding implementation of Section 49A of the DDO from the 1 April 2011 to 31 March 2012 (Part B).

In completing this template we will focus on the application of Section 75 and Section 49. This involves progressing the commitments in our equality scheme and disability action plan which lead to outcomes and impacts in terms of measurable improvement for individuals from the equality categories.

Name of public authority

Probation Board for Northern Ireland

Equality Officer

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Part A: Section 75 Annual Progress Report 2011 - 2012

Executive Summary

Revised Equality Scheme
During 2011-2012 PBN I consulted publically on its revised Equality Scheme and action plans. This consultation was successful with a number of consultees providing detailed feedback that was used to change the shape of the final scheme and action plans. PBN I’s new equality scheme brings a renewed focus on outcomes for victims, staff and offenders with a series of actions that are intended to address equality issues identified in PBN I’s audit of key inequalities (2011). The revised PBN I Equality Scheme was approved by the Equality Commission for Northern Ireland on the 28th March 2012.

Strategic Implementation
One of the key changes to how the Probation Board proposes to manage the implementation of its revised Equality Scheme is to include outcome focused equality objectives in annual corporate business plans. By incorporating the equality objectives from our scheme into the day to day business of the organisation we are able to track and report progress quarterly to our senior management team and Board. This ensures that equality and good relations become mainstreamed within the organisation. The following objective has been set a business priority for 2012-13:

To deliver PBN I’s statutory responsibilities under section 75 of the Northern Ireland Act, specifically the actions contained in the first year of PBN I’s equality and good relations action plans.

Equality Monitoring and Research
Equality monitoring is a key component in the Probation Board’s equality work programme. PBN I commenced the collation of monitoring information on offenders at pre-sentence report stage in June 2010. Analysis has commenced of the equality monitoring data gathered to date to publish a report based on outcomes for service
users and consider if any differential impacts exist for groups identified under section 75 of the Northern Ireland Act 1998. The benefit of this analysis is that PBNI better understands if positive, neutral or adverse differential impacts exist in how services are delivered, so that as the organisation can seek ways to mitigate unfair adverse effects on groups where possible.

Information gathered through this analysis will be made available via concise management information for use by those responsible for policy development and screening. This information will also be used to inform our planning decisions especially the drafting of our annual business plans and any reviews of our Equality and Good Relations Action Plans.

**Good Relations**

PBNI’s revised Equality Scheme includes for the first time a Good Relations Action Plan. This plan has identified 6 objectives to complete over the next 5 years to contribute to promoting good relations in the day to day work of PBNI. This work will be overseen by a Good Relations Steering Group chaired by an operational Deputy Director of Probation. The members of this group are drawn from senior staff from across the organisation with direct responsibility for the implementation of the Good Relations Action Plan.

**Section 1: Strategic Implementation of the Section 75 Duties**

**Revised Equality Scheme**

The main equality initiative in the year 2011-2012 was the development and publication of PBNI’s revised Equality Scheme and Equality & Good Relations Action Plans. This has brought a renewed focus on outcomes for both victims and offenders with a series of actions that are intended to address previously identified equality issues. This work was overseen by an Equality Steering Group under the Chair of a Deputy Director of Probation. This group was responsible for providing strategic leadership in relation to the drafting, consultation, and publication of PBNI’s revised scheme. Following the
Equality Commission’s approval of PBNI’s revised equality scheme this group’s function has been completed.

Central to the achievement of our Equality and Good Relations action plans is their incorporation into our annual business plan for the organisation. The above illustration is an extract for our published annual business plan 2012-2013:

PBNI's Equality and Good Relation action plans are publically available and can be viewed on its website. Equality objectives from these action plans are incorporated into the corporate and team business planning process and quarterly updates on progress are sought against annual objectives. Progress against business objectives are then reported to the Board.

PBNI has placed particular emphasis on monitoring progress against good relations actions with the formation of a Good Relations Steering Group to monitor and track
progress in this area of our work. This has led to a strategic approach to issues such as hate crime training for staff and development of interventions to offenders. This steering group is comprised of senior officers from across the organisation each with responsibility for good relations actions.

**Section 2: Examples of Section 75 Outcomes / Impacts**

PBNI welcomes the new approach of seeking outcome focused results to section 75 objectives. PBNI’s revised equality scheme was submitted for the approval of the Equality Commission on the 1\(^{st}\) November 2011 and subsequently approved by the Commission 24\(^{th}\) March 2012. PBNI will provide a comprehensive update on progress on outcomes once a period of one full calendar year has passed.

One of the issues identified by PBNI’s audit of key inequalities was the lack of equality information held for adjudicated offenders. PBNI from June 2010 commenced the collection of equality data on offenders at Pre-Sentence Report stage. In September 2012 NISRA statisticians will review this information and provide analysis of the offender profile and probation outcomes by equality category. This information is vital to PBNI’s understanding of the service delivery/practice issues as they relate to each of the nine equality categories and will inform any revision’s that need to be made to PBNI’s Equality Action Plans.

PBNI is also seeking to pilot measures that will enable staff to assess an offender’s IQ. This will enable PBNI to ensure that interventions offered to offenders under Court Orders can be targeted according to that person’s cognitive abilities. This is especially important with offenders who have learning and communication needs. Eventually this will lead to more creative and successful interventions leading to greater desistance from criminal activity and fewer victims.

PBNI has also agreed to review all our literature published for service users. We understand from our consultation with offenders that the pamphlets that we currently produce are not frequently read or understood by service users and we now seek to
identify if these leaflets can be produced in easy read format over the coming years on a phased basis. By doing this we believe that we will be more successful in ensuring that service users fully understand the requirements of being under PBNI supervision to the benefit of all service users.

Plans are now well advanced to introduce a volunteer mentoring scheme that will offer volunteering opportunities to members of the public. Some of the aims of this scheme (that came from the Equality Scheme consultation) are to offer mentoring to the most vulnerable offenders through offering a reliable relationship that will also seek to offer help in tackling substance and alcohol dependency, assistance with essential skills, assistance with registering for health care/benefits and work.

PBNI has also commenced work directed at increasing the number of men interested in a career in social work and eventually PBNI. Our key inequalities audit identified that men are under-represented in the workforce across all roles and we are seeking to address this with partners in education and with the Northern Ireland Social Care Council. Offenders are predominately male 91% while PBNI’s workforce is composed of only 30% men. PBNI’s recruitment activities now include welcoming statements that seek to attract greater numbers of male applicants. PBNI’s annual monitoring returns for 2012 show that we have had some success in attracting more male applicants with 51% of all applicants being male.

Equality monitoring data from PBNI’s Victims Information Scheme shows that the services that we offer to victims are currently not availed of by many ethnic minorities, LGBT community, men, or disabled people. This service is offered to victims who may, or may not choose to avail of our service in this area. PBNI is currently working to amalgamate Prisons, Department of Justice and Probation Victims Information Schemes and once this amalgamation has taken place PBNI will raise awareness of the combined new service to victims generally and specifically to under-represented section 75 groups mentioned above.
### Section 3: Screening

<table>
<thead>
<tr>
<th>Title of policy subject to screening</th>
<th>What was the screening decision? E.g. screened in, screened out, mitigation, EQIA...</th>
<th>Were any concerns raised about screening by consultees; including the Commission?</th>
<th>Is policy being subject to EQIA? Yes/No If yes indicate timeline for assessment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexible Working Policy and Procedure</td>
<td>screened out</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Restorative Practice Policy - Equality Impact Screening 2011</td>
<td>screened out</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Domestic Violence Equality Impact Screening 2012</td>
<td>screened out</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Risk Management Policy - Equality Impact Screening</td>
<td>screened out</td>
<td>None</td>
<td>No</td>
</tr>
</tbody>
</table>

### Section 4: Equality Impact Assessment (EQIA)

**EQIA Timetable: April 2011 - March 2012**

<table>
<thead>
<tr>
<th>Title of Policy EQIA</th>
<th>EQIA Stage at end March 2012 (Steps 1-6)</th>
<th>Outline adjustments to policy intended to benefit individuals and the relevant Section 75 categories due to be affected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No policies were subject to Equality Impact assessment during 2011-2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ongoing EQIA Monitoring Activities: April 2011- March 2012

<table>
<thead>
<tr>
<th>Title of EQIA subject to Stage 7 monitoring</th>
<th>Indicate if differential impacts previously identified have reduced or increased</th>
<th>Indicate if adverse impacts previously identified have reduced or increased</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development Funding Strategy and Policy</td>
<td>Equality monitoring has been introduced to assess how PBNI allocates its Community Development funding</td>
<td>The outcome of this monitoring was that no inequalities have been identified in the allocation of this funding,</td>
</tr>
</tbody>
</table>

Further information on PBNI equality monitoring of services and staff composition can be viewed in section 7 of this report.

No equality issues have been identified from the monitoring of PBNI’s Community Development Funding to date. Community Development Funding is publicly advertised in the press and therefore is open to any group or community association to apply.

2012-13 EQIA Timetable

<table>
<thead>
<tr>
<th>Title of EQIAs due to be commenced during April 2012 – March 2013</th>
<th>Revised or New policy?</th>
<th>Please indicate expected timescale of Decision Making stage i.e. Stage 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>No policies have been identified for Equality Impact Assessment for 2012-2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 5: Training

PBNI delivers Equal Opportunities training to all new employees as part of a formal induction programme. This module covers Equal Opportunities in the workplace, disability awareness and a section on the duties placed on all employees under section 75 of the Northern Ireland Act. This training is subject to evaluation by participants at the end of the training day. Evaluations to date are positive with trainees appreciating the ‘real world’ practical examples used in each session.

PBNI staff received training in relation to mental health awareness delivered by PBNI’s Psychology Department. This training was designed to increase operational staff awareness of various mental health issues and personality disorders in particular. This training assists operational staff to identify mental health issues for offenders at the earliest opportunity; it also raises awareness of the services of the Psychology Department and how partnerships have been developed with external mental health specialists to ensure that appropriate help is identified for service users.

As part of Community Relations Week 2012 PBNI hosted two cultural awareness sessions for staff. These sessions concentrated on raising operational staff awareness of the Roma and Traveller communities. Both sessions were well attended and has led staff to seek further cultural awareness training especially in relation to minority ethnic communities.

PBNI has piloted hate crime training for staff in 2011. This hate crime awareness training was delivered to groups of staff by external training consultant in conjunction with Belfast City Council. This training has been well received and PBNI are considering delivering Hate Crime training to all public facing operational staff in conjunction with a review of policy on hate crime as part of a strategic plan.

PBNI purchased and installed an e-learning platform for staff in 2011 and work is ongoing developing an equality e-learning programme for staff that will cover specific
section 75 training along with dignity at work and equal opportunities. This training will be made available to staff in 2012/13.

**Section 6: Communication**

Under PBNI’s previous equality scheme equality updates were issued to all PBNI consultees on an annual basis. This update contained information on equality work such as policy screening, screening decisions and policies due to be screened. The 2011 communication also included information about our new equality and good relations action plans.

During 2011-12 PBNI consulted extensively with staff, service users, stakeholders and all our consultees in relation to the development of PBNI’s revised equality scheme. This was a highly productive consultation that considerably reshaped the content of both the scheme itself as well as the actions contained in our equality and good relations action plans.

Following on from the publication of this revised equality scheme consultees are now contacted on a quarterly basis via email to update consultees on policy developments and screenings. This increased communication has led to an improvement in the level of engagement with interested parties in the policy work of the organisation.

PBNI’s external website has a prominent link on the home page to Section 75 equality information. The website contains all Annual Progress Reports, Equality Scheme, Disability Action Plan, Good Relations Strategy, Five Year Review of Section 75 and section 75 screening reports.
Internal communications with staff about section 75 includes placing articles in our internal staff magazine, emails to the organisation, attendance at team meetings, hosting seminars and information sessions and placing information and data on the staff Intranet Equality and Diversity pages.

**Section 7: Data Collection & Analysis**

In June 2010 PBNI conducted a census of all offenders currently under supervision in the community and prison to identify the equality profile of offenders. In addition to the census of current offenders PBNI decided to equality monitor all new referrals to PBNI from June 2010 onwards. This longitudinal research enables PBNI to track offenders from first to last visit and assists PBNI in conducting a full equality analysis of work with offenders. In October 2011 the first results of this monitoring were published in the Irish Probation Journal and are publicly available through following this [link](#).

PBNI is currently analysing equality data gathered over the last two years to examine outcomes for service user’s e.g. successful completions vs. unsuccessful completion of various supervision orders for offenders. This work will help us understand if differential impacts exist between section 75 equality groups and lead to a greater understanding of what could be done to work more effectively with groups that experience less favourable outcomes.

PBNI also equality monitors those using PBNI’s Victim Information Scheme to establish if there are any equality issues in this area of work. The information gathered for both victims and offenders was used as the basis of PBNI’s Key Inequalities Report and eventually the Equality and Good Relations Action Plans - to target our efforts in areas that require prioritization. PBNI is committed to long term equality monitoring and has specified that equality monitoring will be a mandatory requirement in the specification of our new electronic case management system to be introduced in 2013.
Section 8: Information Provision, Access to Information and Services

PBNI has published a range of information leaflets in the most frequently requested service users’ languages. These leaflets are accessible from our website for visitors who cannot read English and they can navigate to these pages via graphics depicting their National Flag of origin from our Home page or via Google.

All Probation Board for Northern Ireland policies have an agreed wording regarding alternative formats and this wording now appears at the front of each new policy and consultation document. Staff or members of the public can avail of translations on request through an dedicated email request address equality@pbni.gsi.gov.uk.

The Probation Board’s web-site supports Browse Aloud software which allows visitors to have the web-site text read aloud via downloadable software. This site also hosts a range of information for clients in Polish, Portuguese, Lithuanian, Latvian and Russian.

PBNI has contracts in place for the provision of translation of documents, face to face and telephone interpretation that are available for those who cannot speak English or
only partially understand English. PBNI staff has access to a range of the most frequently used template letters that are available in a variety of the most frequently requested languages and available via PBNI’s staff Intranet site. This enables staff to communicate and respond to non-English speakers within similar timescales to English speakers.

Section 9: Complaints

No Section 75 related complaints have been received during the reporting period. PBNI introduced a new complaints policy and reporting procedure for service users and members of the public in May 2011 and has placed posters and complaints forms in public areas of all our public offices and Headquarters to ensure that members of the public visiting our offices are aware that they can make a complaint if they are dissatisfied with any aspect of how we deliver our services.
Section 10: Consultation and Engagement

During 2011-2012 PBNI consulted publicly on its revised Equality Scheme and action plans. This consultation was successful with a number of consultees providing detailed feedback that was used to directly change the shape of the final scheme and equality and good relations action plans. The following paragraphs give an overview of the consultation process and a summary of findings and responses to comments made by staff, offenders and PBNI consultees.

Pre-Consultation Meetings Were Held With:-
- Social Work Degree Partnership about Gender Equality
- Northern Ireland Social Care Council about Gender Inequality
- Head of Psychology PBNI – about Making a Difference Strategy
- Head of Human Resources PBNI – about Gender inequality
- Corporate Services and Operations meeting – Presentation of consultation draft
- Probation Board - approved the consultation draft of the revised scheme

Consultation
- Consultation draft was emailed to 300 plus PBNI consultees
- Consultation draft and response form uploaded to PBNI website
- Twitter updates announcing the consultation where made and reminders issued throughout the 12 week consultation period.
- A stakeholder meeting was held with representatives from each Criminal Justice Organisation to discuss common themes and approaches.
- A meeting was held under the auspices of JNCC arrangements to formally present the Equality scheme and Action Plans to staff associations, NIPSA and NAPO.
- All PBNI staff (circa 400) were notified of the consultation via email.
- Questions about equality were inserted in the PBNI Cultural Survey to identify what staff perceived to be the key inequalities facing both staff and service users – 46 replies received.
- Face to face meetings were arranged with staff working with offenders.
Four focus groups were arranged with offenders as follows:-
  o Offenders undergoing the Think First programme in Londonderry
  o Offenders on Community Service in Craigavon
  o Offenders at the Programme Delivery Unit in Belfast
  o Women offenders in greater Belfast area

Reminder follow-up email sent to all PBNI consultees
Attendance at the Equality Coalitions ‘Criminal Justice Consultation’ convened to meet with section 75 representative from criminal justice organisations to discuss Equality Schemes and Action plans.

Written Responses Received
- Autism NI
- NIPSA
- Equality Commission
- Positive Futures
- 46 Staff Responses via Cultural Audit
- Diversity Champion for PBNI (Board Member)
- Disability Action
- NICEM
- Committee for the Administration of Justice

Outcome of Consultation
Following PBNI’s consultation over 40 changes were made to the consultation draft of the Equality Scheme and Equality and Good Relations Action Plans. The Equality Commission in response to PBNI’s consultation were supportive of the approach that PBNI took and recorded this in the foreword and conclusion of their feedback to our scheme. PBNI followed the template equality scheme provided by the Equality Commission and therefore much of the consultation focused on the content of equality and good relations action plans.
Following the publication of PBNI’s revised Equality Scheme the organisation undertook to provide quarterly updates on policy screening to our consultees. This quarterly update is an email that seeks to inform consultees of current policy work and share with them any policies that have been screened since the previous update. This new process has led to greater feedback from interested consultees and has enabled PBNI to gauge the level of interest in relation to our on-going policy work.

PBNI, when contacting consultees electronically, direct people to the consultation area of its website thereby circumventing some mailbox restrictions. The Equality & Diversity pages of PBNI’s website gather in one place all current Equality Impact Screenings related to policy development. To view this area of PBNI’s website please click here.

PBNI is represented on the Criminal Justice Board’s Equity & Diversity sub-group. This group is composed of equality practitioners from Criminal Justice Organisations. In 2011 this group produced a draft ‘best practice guide’ to consultation for the Criminal Justice sector. PBNI and DoJ have taken into consideration the Equality Commission Let’s Talk guidance on consulting with young people and have also met with representatives from the Children’s Law Centre to seek their advice on our proposed guidance. This guidance will be consulted upon during the current business year 2012-13.
Section 11: The Good Relations Duty

PBNI as part of 2011’s Community Relations Week launched the ‘One Small Step’ initiative with an event at which guest speaker Mr Trevor Ringland MBE invited PBNI teams to become involved in the campaign to enhance understanding of the diverse communities in Northern Ireland. This event was followed up with an article in PBNI’s staff magazine and a copy of the keynote speech has been copied to DVD so that Rural Teams not present at the Belfast launch could consider these issues at their local team meetings.

Following on from Community Relation Week, PBNI has organised further events under the One Small Step campaign, these include a seminar delivered in partnership with Healing Through Remembering on sectarianism with guest speaker Bob Hughes and lunchtime seminars on Roma and Irish Traveller communities.

PBNI’s revised Equality Scheme includes a Good Relations Action Plan appendix that replaces PBNI’s Good Relations Strategy. This plan has identified 6 areas for action over the coming years to progress good relations significantly in the day to day work of PBNI. This work will be overseen by a Good Relations Steering Group chaired by Deputy Director of Probation Cheryl Lamont. The members of this group are drawn from senior staff from across the organisation with direct responsibility for the implementation of the Good Relations Action Plan.

Section 12: Additional Comments

For further information on PBNI’s implementation of section 75 visit PBNI’s Equality and Diversity pages [here](#), or contact PBNI’s Equality Manager (details on page 1)
Part B: ‘Disability Duties’
Annual Report 1 April 2011 / 31 March 2012

1. How many action measures for this reporting period have been

<table>
<thead>
<tr>
<th>Fully Achieved?</th>
<th>Partially Achieved?</th>
<th>Not Achieved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
2. Please outline the following detail on **all actions that have been fully achieved** in the reporting period:

2 (a) Please highlight what **public life measures** have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:

<table>
<thead>
<tr>
<th>Level</th>
<th>Public Life Action Measures</th>
<th>Outputs¹</th>
<th>Outcomes / Impact²</th>
</tr>
</thead>
<tbody>
<tr>
<td>National³</td>
<td>As a Non-Departmental Body, PBNI does not have responsibility for public life appointments. Appointments to the Probation Board for Northern Ireland are the responsibility of the Department of Justice</td>
<td>Not Applicable.</td>
<td></td>
</tr>
<tr>
<td>Regional⁴</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local⁵</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.

² **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.

³ **National** - Situations where people can influence policy at a high impact level e.g. Public Appointments

⁴ **Regional** - Situations where people can influence policy decision making at a middle impact level

⁵ **Local** - Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
2(b) What **training action measures** were achieved in this reporting period?

<table>
<thead>
<tr>
<th>Training Action Measures</th>
<th>Outputs</th>
<th>Outcome / Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Disability awareness training is delivered as part of Corporate induction training</td>
<td>From June 2010 corporate induction training has been changed to incorporate a section on disability awareness training.</td>
<td>Greater awareness of the statutory duties that are placed on all staff working for PBNI. Positive evaluations of this specific training input have been received by our Learning &amp; Development Team.</td>
</tr>
<tr>
<td>2 Mental health Awareness training for operational staff</td>
<td>Training made available for public facing staff during 2011/2012</td>
<td>Greater awareness of mental health conditions especially personality disorders in offenders.</td>
</tr>
<tr>
<td>3 Training of staff in Hate Crime</td>
<td>12 staff received Hate Crime awareness training</td>
<td>The intention is that this group of staff will cascade this training.</td>
</tr>
</tbody>
</table>

2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

<table>
<thead>
<tr>
<th>Communications Action Measures</th>
<th>Outputs</th>
<th>Outcome / Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Induction training for staff now includes disability awareness training</td>
<td>All induction training courses include disability training awareness</td>
<td>Better understanding of disability discrimination and the services offered to those with disabilities</td>
</tr>
<tr>
<td>2 On-going PBNI practical support for Riding for the Disabled including funding and supervised placements under community service orders.</td>
<td>Progress communicated in staff magazine April 2011</td>
<td>Better understanding of the impact that PBNI is having in this area.</td>
</tr>
<tr>
<td>3 Disability charities supported through 2011-12 include Breast Cancer and Hospice</td>
<td>Events organised and promoted internally to staff. Health messages promoted via Health and Wellbeing campaign.</td>
<td>Money raised to support both breast cancer and hospice care.</td>
</tr>
</tbody>
</table>
2 (d) What action measures were achieved to ‘**encourage others**’ to promote the two duties:

<table>
<thead>
<tr>
<th>Encourage others Action Measures</th>
<th>Outputs</th>
<th>Outcome / Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Community Development funding Equity Monitoring</td>
<td>Requirement that all applicants have or put in place an equal opportunities, and anti-harassment policies.</td>
<td>Applicant organisations from private, community and voluntary sector have in place policies that will effectively deal with inequality and harassment across all equality categories.</td>
</tr>
<tr>
<td>2 Procurement of services i.e. contractors</td>
<td>It is a requirement of all contracts that contractors comply with the terms of the Disability Discrimination (NI) Order 2006.</td>
<td>Contractor shall take all reasonable steps to secure the observance of this requirement.</td>
</tr>
</tbody>
</table>

2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

<table>
<thead>
<tr>
<th>Action Measures fully implemented (other than Training and specific public life measures)</th>
<th>Outputs</th>
<th>Outcomes / Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Formation of a Good Relations Steering Group</td>
<td>Meeting three times per year to examine aspects of good relations</td>
<td>Giving strategic focus to good relations and equality generally</td>
</tr>
<tr>
<td>2 Review of Community Service procedures indicates that disability issues are currently handled well in terms of Community Service</td>
<td>Meeting with a number of community service supervisors indicates that disability is currently an issue that is well understood by staff.</td>
<td>Offenders with disabilities are identified early and appropriate work opportunities are made available.</td>
</tr>
<tr>
<td>3 New PBNI Office open in Ballymena town centre that is fully accessible</td>
<td>New fully accessible office was opened in 2011-12</td>
<td>Accessibility barriers have been removed for service users and staff in the Ballymena area.</td>
</tr>
</tbody>
</table>
3. Please outline what action measures have been **partly achieved** as follows:

<table>
<thead>
<tr>
<th>Action Measures partly achieved</th>
<th>Milestones⁶ / Outputs</th>
<th>Outcomes/Impacts</th>
<th>Reasons not fully achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PBI will seek to identify opportunities to offer supported employment experience to people with disabilities.</td>
<td>PBI is exploring opportunities for supported employment under a specific PBI/Disability Action project currently under consideration for disabled offenders.</td>
<td>15-20 disabled offenders will avail of employment opportunities (job shadowing) and mentoring.</td>
<td>Recruitment has all but stopped in PBI.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Please outline what **action measures have not been achieved** and the reasons why?

<table>
<thead>
<tr>
<th>Action Measures not met</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Review of PBI signage including audio visual displays</td>
<td>Corporate video is currently in development, however the display equipment is subject to financial constraints.</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

⁶ **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.
5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

PBNI’s Cultural Audit (staff survey) included 2 questions designed to discover staff views of equality issues generally for both staff and in the delivery of our services to the public. This survey had a good response from staff and a range of equality issues were discovered.

(b) Quantitative

PBNI introduced in June 2010 equality monitoring of all offenders and have put in place a system of monitoring that tracks outcomes for disabled people especially those with long-term illness, mental health conditions, physical disability, learning disability and sensory disability.

6. As a result of monitoring progress against actions has your organisation either:
   - made any revisions to your plan during the reporting period or
   - taken any additional steps to meet the disability duties which were **not outlined in your original** disability action plan / any other changes?

Please delete: No

7. Do you intend to make any further revisions to your plan in light of your organisation’s annual review of the plan? If so, please outline proposed changes?

Not applicable