

Probation Board for Northern Ireland



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2015-16

Contact:

<ul style="list-style-type: none">Section 75 of the NI Act 1998 and Equality Scheme	Name: Paul McIlwaine Telephone: 028 90 26 24 68 Email: paul.mcilwaine@pbni.gsi.gov.uk
<ul style="list-style-type: none">Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above <input checked="" type="checkbox"/> Name: Telephone: Email:

Documents published relating to our Equality Scheme can be found at:

[Equality and Diversity Internet Pages](#)

Signature:

A rectangular box containing a handwritten signature in cursive script that reads 'Paul McIlwaine'.

This report has been prepared using a template circulated by the Equality Commission.

It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and Disability Action Plans.

This report reflects progress made between April 2015 and March 2016

PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme

Section 1: Equality and good relations outcomes, impacts and good practice

- 1** In 2015-16, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.

Good Relations

PBNI has placed particular emphasis on Good Relations actions with the formation of the Good Relations Group to monitor and track progress in this area of work. This work has included the development of a revised hate crime policy and associated awareness training for staff.

PBNI has developed a toolkit intervention called 'Accepting Differences' designed to address issues of sectarian, racial, disability, faith-based and homophobic hate crimes, to be delivered to offenders on an individual basis. This toolkit has successfully been piloted in North Belfast and Antrim.

Offenders who committed offences motivated by hate or prejudice and who are under supervision in the two pilot areas have been subject to this new intervention to help reduce offending behaviour; and the number of victims. Highly trained probation staff challenge offenders' attitudes and prejudices, as well as exploring with them how and why their beliefs were formed and how to develop new attitudes to reduce their risk of reoffending. There is evidence that with appropriate training and the right staff in place, it is possible to undo the belief system that an offender may have and so assist in ending offending behaviour. We are hopeful that this intervention will assist in changing lives for safer communities.

The evaluation of the Hate Crime Toolkit will be considered by the Good Relations Group to understand what lessons need to be learnt and how to progress from the pilot to a full roll out across the organisation. Training implication will also need to be fully understood.

Consideration is being given to making this intervention available to other criminal justice organisations. The organisation is seeking to remind staff to be alert to service users who are assessed as having prejudicial attitudes relating to offending behaviour.

PBNI's work on Hate Crime was presented at a Police seminar hosted by Assistant Chief Constable Stephen Martin. This was a good opportunity to talk about the interventions that PBNI has developed with other professionals working in this area.

PBNI has also during the year contributed to a CJINI Hate Crime inspection due to be published later in 2016.

Cultural Competence Training

Over 100 staff members received this training. An evaluation of this training has been overwhelmingly positive. PBNI were also asked to speak to a Conference for judiciary in Southern Ireland about PBNI's approach to cultural competence training.

Cultural Competency Training aims to achieve the following training objectives for PBNI's operational staff:

- To develop staff awareness and practice in relation to hate crime in line with PBNI Hate Crime Policy.
- To enable staff to be culturally competent by respecting, affirming, valuing and responding to the culture of individuals, groups or communities and to enable staff to be more effective and competent in the area of cultural diversity.
- To give participants an understanding of the extent of bias, harassment and hate in their community and to explore the impact of bias and prejudice in a culturally diverse society.
- To develop practical skills for response and prevention to reduce expressions of bias, harassment and hate across class-based, gender, racial, sectarian, sexual orientation and other lines in their workplaces and communities.
- To develop competence and confidence in working with service recipients from different cultural backgrounds.

This training was delivered by South Belfast Roundtable.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2015-16 (*or append the plan with progress/examples identified*).

Consultation

PBNI's consultees now receive quarterly equality screening reports thereby affording timely considerations of PBNI's equality screening work.

Policy Equality Impact Screening

During the 2015-16 business year PBNI carried out 12 equality impact screenings on a range of new and revised policies. Equality screening decisions were shared with PBNI's consultees throughout the year and policy screening documents have been placed in the public domain via PBNI's website. A significant improvement is that equality screening is now largely based on equality monitoring data, gathered on nine equality categories for services users and workforce. This has enabled PBNI to more accurately understand the equality implications by identifying which equality categories are more likely to be affected by each policy.

Equality Monitoring of Services

PBNI has been gathering equality monitoring data on offenders at pre-sentence stage and also for those under supervision; as well as in staff recruitment. PBNI has reviewed its gathering of equality information over a four year period and decided to change its method for gathering equality data on service users.

In October 2015, PBNI conducted a service user's survey and equality monitored responses to provide profile information and also to explore if any differential impacts exist between equality groups.

The outcome of this work results in screening decisions that are based on quantitative information. This information also poses some questions in terms of seeking to understand outcomes for each equality category.

Workforce Composition - Gender

PBNI's Equality Action Plan has identified that there is a gender imbalance in the composition of the overall workforce which is in line with the public sector generally. While the opportunity to work on this through recruitment is limited due to financial restrictions; when PBNI has recruited, our Human Resources Dept. used welcoming statements inviting under-represented groups to apply. During 2015-16 - PBNI appointed 4 people, 2 men, and 2 women. However the overall percentage between men and women remains 29% male, and 71% female.

Shared and Safe Spaces

PBNI continues to work with offenders from every community in Northern Ireland. Offenders visit PBNI offices as individuals for one-to-one sessions with Probation Officers

PART A

and attend group work with probation staff over a period of weeks and sometimes months. PBNI offices and community locations are safe shared spaces where clients from every community meet together and uniquely discuss their experiences that have led them to offend and may include discussion of issues about individual identity within communities. The skill and expertise of trained staff ensures that offenders are given every opportunity to contribute to this work, and understand their own motivations, in a shared and safe community based environment.

PART A

3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2015-16 reporting period? *(tick one box only)*

Yes No (go to Q.4) Not applicable (go to Q.4)

Please provide any details and examples:

During this period PBNI published a revised and updated recruitment policy that clearly articulates PBNI's commitment to the promotion of equality & diversity through the recruitment process. Also during this period PBNI published a revised Domestic Abuse policy that affirms the organisations commitment to support staff that are experiencing any form of domestic abuse.

PBNI's work in this area has led to recognition from the ONUS organisation that awarded PBNI's HR Department a 'Gold Award In the Workplace Charter on Domestic Abuse'.

3a With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?

Please provide any details and examples:

With regard to the Domestic Abuse policy - staff in a relationship whether married or not will receive significant support if this personal relationship becomes abusive. All S75 groups have been recognised within the context of PBNI's Recruitment Policy and Procedures. All staff applying to work for PBNI will be equality monitored against all 9 equality categories.

3b What aspect of the Equality Scheme prompted or led to the change(s)? *(tick all that apply)*

As a result of the organisation's screening of a policy *(please give details):*

As a result of what was identified through the EQIA and consultation exercise *(please give details):*

As a result of analysis from monitoring the impact *(please give details):*

PBNI's Recruitment Policy acknowledges that all aspects of equality should be equality monitored through the recruitment process not simply those specified in Fair Employment legislation.

PART A

As a result of changes to access to information and services (*please specify and give details*):

Other (*please specify and give details*):

The Domestic Abuse Policy changes have been driven by operational need and a ground up approach to this very sensitive issue.

Section 2: Progress on Equality Scheme commitments and action plans/measures

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2015-16 reporting period? (*tick one box only*)

Yes, organisation wide

Yes, some departments/jobs

No, this is not an Equality Scheme commitment

No, this is scheduled for later in the Equality Scheme, or has already been done

Not applicable

Please provide any details and examples:

PBNI's Equality Managers job description specifically reflects responsibility for the delivery of section 75 targets for each year.

Role profiles within PBNI were revised 6 years ago in to include 'Respect for Diversity' and a key competency for all roles and grades across the organisation. This competency includes the following commitments that are scaled according to a person's role within the organisation: -

Example:- 'Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural, and racial differences.'

Another key requirement for staff is to 'promote equality and diversity and human rights in working practices.'

5 Were the Section 75 statutory duties integrated within performance plans during the 2015-16 reporting period? (*tick one box only*)

Yes, organisation wide

PART A

- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

The organisational business plan for 2015-16 contained the following commitment under the heading of STRATEGY AND POLICY – *'In line with organisational equality duties, review PBNI's approach to gathering equality monitoring information and promote good practice'*

In the 2015-16 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's ongoing corporate plan
- No, the organisation's planning cycle does not coincide with this 2015-16 report
- Not applicable

Please provide any details and examples:

Equality action plans/measures

7 Within the 2015-16 reporting period, please indicate the **number** of:

Actions completed: Actions ongoing: Actions to commence:

Please provide any details and examples *(in addition to question 2)*:

Progress against each action is recorded in an appendix to this report

8 Please give details of changes or amendments made to the equality action plan/measures

PART A

during the 2015-16 reporting period (*points not identified in an appended plan*):

N/A

9 In reviewing progress on the equality action plan/action measures during the 2015-16 reporting period, the following have been identified: (*tick all that apply*)

- Continuing action(s), to progress the next stage addressing the known inequality
- Action(s) to address the known inequality in a different way
- Action(s) to address newly identified inequalities/recently prioritised inequalities
- Measures to address a prioritised inequality have been completed

Arrangements for consulting (Model Equality Scheme Chapter 3)

10 Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: (*tick one box only*)

- All the time Sometimes Never

11 Please provide any **details and examples of good practice** in consultation during the 2015-16 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

Through the process of consultation on PBNi’s Business Plan the organisation sought the views of its staff through four well attended staff engagement days as well as a specific meeting of all managers to consider the organisational objectives.

12 In the 2015-16 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: (*tick all that apply*)

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/out of the consultation
- Internet discussions

PART A

- Telephone consultations
- Other (*please specify*):

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2015-16 reporting period? (*tick one box only*)

- Yes No Not applicable

Please provide any details and examples:

14 Was the consultation list reviewed during the 2015-16 reporting period? (*tick one box only*)

- Yes No Not applicable – no commitment to review

Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)

[Insert link to any web pages where screening templates and/or other reports associated with Equality Scheme commitments are published]

15 Please provide the **number** of policies screened during the year (*as recorded in screening reports*):

12

16 Please provide the **number of assessments** that were consulted upon during 2015-16:

12	Policy consultations conducted with screening assessment presented.
0	Policy consultations conducted with an equality impact assessment (EQIA) presented.

PART A

Consultations for an **EQIA** alone.

- 17** Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

All consultations included in summary form in our quarterly equality screening reports.

- 18** Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? *(tick one box only)*

Yes No concerns were raised No Not applicable

Please provide any details and examples:

Arrangements for publishing the results of assessments (Model Equality Scheme Chapter 4)

- 19** Following decisions on a policy, were the results of any EQIAs published during the 2015-16 reporting period? *(tick one box only)*

Yes No Not applicable

Please provide any details and examples:

Arrangements for monitoring and publishing the results of monitoring (Model Equality Scheme Chapter 4)

- 20** From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2015-16 reporting period? *(tick one box only)*

Yes No, already taken place
 No, scheduled to take place at a later date Not applicable

Please provide any details:

PBNI has reviewed its method of collecting equality monitoring information during 2015-16 and decided to equality monitor PBNI's Service Users Survey to provide information on the equality profile of offenders. This information was linked to equality categories to discover if any deferential impacts exist.

- 21** In analysing monitoring information gathered, was any action taken to change/review any

PART A

policies? *(tick one box only)*

Yes No Not applicable

Please provide any details and examples:

Analysis by equality category will become available in 2016-17.

- 22** Please provide any details or examples of where the monitoring of policies, during the 2015-16 reporting period, has shown changes to differential/adverse impacts previously assessed:

No policies are currently being monitored.

- 23** Please provide any details or examples of monitoring that has contributed to the availability of equality and good relations information/data for service delivery planning or policy development:

Ongoing collection of equality data in recruitment. Regular monitoring of service users has ceased in 2014-15 and replaced by equality monitoring of a service users survey (October 2015). This survey linked outcomes to equality categories and is regarded as an improvement on the previous generalised equality monitoring.

Staff Training (Model Equality Scheme Chapter 5)

- 24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2015-16, and the extent to which they met the training objectives in the Equality Scheme.

A summary of the Equality Scheme is available to all staff and hosted on PBNI's Intranet.

A full version of the scheme was placed on the Equality & Diversity Pages on PBNI's Intranet.

All staff are given training on section 75 as part of their induction into the organisation.

Bespoke desk training is given to all staff involved in conducting section 75 equality screenings.

The development of a section 75 e-learning module has started in 2015-16 and will be available to staff during the following year.

- 25** Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

Not applicable

Public Access to Information and Services (Model Equality Scheme Chapter 6)

26 Please list **any examples** of where monitoring during 2015-16, across all functions, has resulted in action and improvement in relation **to access to information and services**:

N/A

Complaints (Model Equality Scheme Chapter 8)

27 How many complaints **in relation to the Equality Scheme** have been received during 2015-16?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

Section 3: Looking Forward

28 Please indicate when the Equality Scheme is due for review:

PBNI's scheme was approved in March 2012 and therefore will be due to be reviewed in 2017-18.

29 Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? *(please provide details)*

Preparation has begun on a Section 75 e-learning module for staff as a refresher about the two positive duties i.e. the promotion of equality and good relations.

30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2016-17) reporting period? *(please tick any that apply)*

- Employment
- Goods, facilities and services
- Legislative changes
- Organisational changes/ new functions

PART A

- Nothing specific, more of the same
- Other (please state):

PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans

1. Number of action measures for this reporting period that have been:

5

Fully achieved

5

Partially achieved

0

Not achieved

2. Please outline below details 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:

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
Regional ⁱⁱⁱ	PBNI requested that during the recruitment of new Board members in 2015 that the Department of Justice encouraged people with disabilities to apply for Board positions in PBNI.	PBNI encouraged DoJ to use a welcoming statement in the selection process for new Board members.	A welcoming statement was used in the recruitment of new members for PBNI's Board.
Local ^{iv}	PBNI will review its Recruitment Policy with a view to ensuring that no barrier exists to prevent people with disabilities from successfully applying.	PBNI's Recruitment Policy was reviewed and approved by PBNI's Board in March 2016. This policy reaffirms PBNI's equality commitments in recruitment. COMPLETE	Disabled people will have better opportunity to apply and be successful in recruitment competitions.

PART B

2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	A mandatory Dignity at Work training course has been developed that includes a significant section on disability discrimination.	All PBNI staff received equality training during 2015-16 and this training had a significant section that addressed disability discrimination.	All staff made aware of the duty to make reasonable adjustments in the workplace to facilitate staff with disabilities.
2	All managers were required to attend mandatory sickness absence management training delivered by PBNI's Human Resources Department.	All managers made aware of programmes designed to assist people with disabilities to remain in work through schemes such as the Workable Scheme.	Managers are now aware of the assistance available to their staff to help in managing both mental health and physical disabilities. This has led to staff with disabilities returning to work earlier than expected and for longer periods.

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

	Communications Action Measures	Outputs	Outcome / Impact
1	To ensure that all public facing staff receive the Department of Justice Autism Guide for Criminal Justice Professionals. Training in Autism will be delivered to staff as part of DOJ's Autism Strategy.	DOJ Guide to Autism for Criminal Justice Professionals has been shared with all staff via PBNI's Intranet site. Autism NI delivered awareness training to staff 2015-16.	Staff have available to them a resource that shares good practice that focuses on issues specific to criminal justice.

PART B

2	Publish and promote the Disability Action Plan.	The Disability Action Plan has been published electronically and circulated to all PBNI consultees and staff.	Staff and consultees aware of PBNI's Disability Action Plan.
	As part of our communications we will publish articles about our commitment to people with disabilities in our internal magazine 'Probation News' and seek to share selected articles with external publications.	October 2015 Probation News featured an article about Mental Health Awareness Week.	The published article referred to the PBNI Psychology Department hosting get-togethers to celebrate World Mental Health Day each year. At these informal gatherings, leaflets and information are made available on subjects related to mental health, including about local services and organisations providing support for those affected.

2 (d) What action measures were achieved to '**encourage others**' to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
1	PBNI will request that during the recruitment of new Board members that the Department of Justice will encourage people with disabilities to apply.	PBNI encouraged DoJ to use a welcoming statement in the selection process for new Board members in 2015.	Welcoming statements were used in the appointment process for PBNI's new Board Members. As equality monitoring data is not held by PBNI we cannot fully assess if this action has been successful.
2			

PART B

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

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1	We will actively seek engagement with disabled people as part of service user feedback.	PBNI's Service Users Survey 2015-16 sought feedback from service users for analysis by equality group.	Data is currently being analysed by equality category.
2			

3. Please outline what action measures have been **partly achieved** as follows:

	Action Measures partly achieved	Milestonesv / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Continue to improve accessibility to PBNI's Estate.	All new premises will be accessible and DDA compliant	New accommodation under consideration for PBNI is reviewed to assess if it is accessible for those with mobility disabilities.	This is an ongoing process under PBNI Estates Strategy.
2	Review internal/external communication practices to ensure	The next Communication Strategy due in 2016 will include a section to	N/A	Not yet due.

PART B

	information is accessible.	address accessibility of information.		

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

	Action Measures not met	Reasons
1	Not applicable	
2		

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

In 2015 PBNI conducted a service user’s survey to assess the views of those who use our services. This survey was equality monitored and specifically designed to capture the views of those who self-report that they have a disability.

(b) Quantitative

The following disability profile information was gathered as part of PBNI’s Service User’s Survey 2015.

PART B

Disability (n=608)	None	314	52%
	Physical Impairment	51	8%
	Mental Health Condition	210	35%
	Learning Disability / Difficulty	74	12%
	Sensory Impairment	9	1%
	Long Term Illness	68	11%
	Other	22	4%

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 select

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1	Not applicable		

PART B

2			
3			
4			
5			

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 at this point.

ⁱ **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.

ⁱⁱ **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.

ⁱⁱⁱ **Regional**: Situations where people can influence policy decision making at a middle impact level

^{iv} **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

^v **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.