

## **Probation Board for Northern Ireland**



### **Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2014-15**

**Contact:**

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

<http://www.pbni.org.uk>

**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 2014 and March 2015**

## **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 2014-15, 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 (2012) to monitor and track progress in this area of work. This work includes the development of new hate crime policy published 2014-15 with associated hate crime awareness training for staff.

PBNI has developed a toolkit intervention 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 is being piloted in two areas presently. Offenders who have committed offences motivated by hate or prejudice and who are under supervision will be subject to this new intervention to help reduce offending behaviour and the number of victims.

The toolkit programme called 'Accepting Differences' is a first for probation and has been developed in response to an increase in offences motivated by hate or prejudice over the last number of years. It has taken on board international best practice and has been designed to align with Northern Ireland's strategic response to this issue.

In the past PBNI have dealt with offenders through a range of programmes designed to tackle violent behaviour and distorted thinking, but this programme is different. It has been designed specifically to target those who have committed offences motivated by hate or prejudice and is one part of an overall approach by criminal justice agencies to tackle hate crime and the harm it brings to communities throughout Northern Ireland.

Highly trained probation staff will challenge offenders' attitudes and prejudices, as well as showing 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.

Over the coming months the intervention which is being piloted in North Belfast and Antrim will be evaluated and rolled out throughout Northern Ireland.

#### Cultural Competency and Diversity Training

A second stage of training in relation to the Hate Crime Policy (following Hate Crime

Awareness training delivered in 2014) as outlined in PBNI's Equality Action Plan.

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 is currently being delivered by South Belfast Round Table.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2014-15 (*or append the plan with progress/examples identified*).

See update on progress against both Equality & Good Relations Action Plans which is attached as an appendix.

#### Consultation

During the reporting period PBNI developed and consulted and published its revised Disability Action Plan 2015-2020. This plan represents PBNI's ongoing commitment to the effective implementation of our disability duties. We will allocate the necessary resources in order to implement the plan effectively, and build objectives and targets relating to the disability duties into corporate and annual operating plans. The consultation yielded 14 responses from internal and external consultees and resulted in substantial changes to the final plan.

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 2014-15 business year PBNI carried out 20 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 being 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 PBNI 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 2015 we will gather equality data as part of our service users survey and in this way we will be able to examine outcomes by equality category while still giving the organisation reliable equality profile information.

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, for example younger males breach their sentences more frequently than older offenders. PBNI continues to monitor this area to consider how best to process to promote equality of opportunity.

## PART A

### Workforce Composition - Gender

PBNI's Equality Action Plan has identified that there is a gender imbalance in the composition of the overall workforce. 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 2014 - 15 - PBNI appointed 13 people, 7 men, and 6 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 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.

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**3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2014-15 reporting period? (*tick one box only*)

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

Please provide any details and examples:

Mitigation applied during the development of policies have ensured that the promotion of equality of opportunity has been progressed for the following policies:-

1. Amendment to Financial Assistance to Offenders Procedures – Offender Travel Expenses: Effective 1 Oct 2014- 31 March 2015
2. Closure of PBNI Reporting Centre Shankill Road
3. Cessation of Out of Hours Cover
4. Victims Policy

**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:

1. Payments may be made to offenders for assistance to travel to supervision or programmes, as required by PBNI under the terms of their order/licence. The amendment limits this payment to journey in excess of 6 miles for unemployed offenders with weekly supervision/programmes attendance were financial hardship is likely. The policy applies equally to all groups of service users, however disabled offenders (identified in equality screening) with mobility difficulties will still be able to access assistance.
2. Through the process of screening the decision to close the Shankill Road Reporting Centre no equality issues were identified by staff or service users. PBNI has put in place sufficient measures to ensure potential/anticipated equality issues are mitigated through the flexibility of staff in meeting clients in North Belfast or PBNI HQ.
3. Cessation of Out of Hours Cover - Many of PBNI services users who are affected by the withdrawal of evening and weekend cover will be male, frequently with addiction and mental health disabilities. Longer holiday periods e.g. Christmas, Easter and July PBNI has provided Out of Hours rota due to cover the extended period of office closure mitigating potential impacts on vulnerable client groups.
4. Victims Policy - PBNI has put in place sufficient measures to ensure anticipated equality issues such as physical accessibility or language barriers are mitigated through the operation of the Victims Policy. Further mitigation will be achieved through raising awareness of the Victim Information Scheme with minority groups.

**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):*
1. Amendment to Financial Assistance to Offenders Procedures – Offender Travel Expenses: Effective 1 Oct 2014- 31 March 2015
  2. Closure of PBNI Reporting Centre Shankill Road
  3. Cessation of Out of Hours Cover
  4. Victims Policy

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):*

Analysis of monitoring information as been used in the screening of the above policies

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

Other *(please specify and give details):*

## **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 2014-15 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

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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 generally within PBNI were revised 5 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 2014-15 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 Annual Business Plan for the organisation contained the following action:-

In line with organisational equality duties, review PBNI's approach to gathering equality monitoring information and develop our policy on hate related crime by March 2015.

6 In the 2014-15 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

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corporate plan

- No, the organisation's planning cycle does not coincide with this 2013-14 report
- Not applicable

Please provide any details and examples:

PBNI developed its new Corporate Plan 2014-17 during 2013-14 that included the following commitments:-

'Making a tangible contribution in practice development to creating a shared future and to ensure that PBNI continues to deliver on its commitments under its Equality Scheme'

PBNI's Business Plan for 2014-15 included the following: -

'In line with organisational equality duties, to review PBNI's approach to gathering equality monitoring information and develop our policy on hate related crime by March 2015.'

**Equality action plans/measures**

**7** Within the 2014-15 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*):

See attached update on progress attached to this report - Appendix 1

**8** Please give details of changes or amendments made to the equality action plan/measures during the 2014-15 reporting period (*points not identified in an appended plan*):

None

**9** In reviewing progress on the equality action plan/action measures during the 2014-15 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 2014-15 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:

This Disability Action Plan is a statement of the PBNI’s commitment to promote positive attitudes towards disabled people; and encourage the participation of people with disabilities in public life roles.

The Probation Board for Northern Ireland consulted on this plan between October 2014 and January 2015 Based on consultation feedback, PBNI has focused on a short list of achievable actions designed to further these positive duties. -

- Engagement in Public Life
- Promotion of Positive Attitudes
- Communication
- Compliance

As a result of feedback from Disability Action, PBNI added two new Public Life actions to our action plan and withdrew other actions that reflected DDA 1995 obligations. Changes to our Plan were made in relation to a range of consultation reponses from internal stakeholders as well as external consultees including Disability Action, the Equality Commission on Belfast Hospital Trust.

**12** In the 2014-15 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

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- Internet discussions
- 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 2014-15 reporting period? (*tick one box only*)

- Yes       No       Not applicable

Please provide any details and examples:

**14** Was the consultation list reviewed during the 2014-15 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*):

20
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**16** Please provide the **number of assessments** that were consulted upon during 2014-15:

20	Policy consultations conducted with <b>screening</b> assessment presented.
0	Policy consultations conducted <b>with an equality impact assessment</b> (EQIA) presented.

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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:

Screening decisions are communicated quarterly with consultees via screening reports inviting engagement with consultees on equality screening decisions. All section 75 screening reports are placed in the public domain via PBNI's website <http://www.pbni.org.uk/guide-information/priorities/equality-impact-screenings/>

The quarterly screening reports are also hosted online for consultees.

- 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 2014-15 reporting period? (*tick one box only*)

Yes                       No                       Not applicable

Please provide any details and examples:

No EQIA's were conducted during 2014-15.

**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 2014-15 reporting period? (*tick one box only*)

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

PART A

Please provide any details:

- 21** In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)*

Yes                       No                       Not applicable

Please provide any details and examples:

Please refer to question 3

- 22** Please provide any details or examples of where the monitoring of policies, during the 2014-15 reporting period, has shown changes to differential/adverse impacts previously assessed:

Not Applicable

- 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 will be replaced by equality monitoring of a service users survey in October 2015. This survey will link ourcomes to equality categories and is thought to be an improvement on 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 2014-15, 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 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.

- 25** Please provide any examples of relevant training shown to have worked well, in that

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participants have achieved the necessary skills and knowledge to achieve the stated objectives:

During the past year a training seminar was delivered on a new policy template. As part of this training seminar for policy owners and writers PBNI's Equality Manager gave a training input in relation to the completion of section 75 equality and good relations equality screening.

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

**26** Please list **any examples** of where monitoring during 2014-15, 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 2014-15?

Insert number here:

0
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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 reviewed in 2016-17

**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)*

N/A

**30** In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2015-16) reporting period? *(please tick any that apply)*

Employment

PART A

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

**12**

Fully achieved

Partially achieved

**2**

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 <sup>i</sup>	Outcomes / Impact <sup>ii</sup>
National <sup>iii</sup>	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	N/A	
Regional <sup>iv</sup>			
Local <sup>v</sup>			

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

	Training Action Measures	Outputs	Outcome / Impact
1	Disability awareness training is delivered as part of Corporate induction training	All new employees receive corporate induction training that includes disability awareness training.	Greater awareness of statutory duties that are placed on all staff working for PBNI. Positive evaluations of this specific training input have been received by our Learning & Development Team.
2	Autism Awareness training for public facing staff DOJ guide to autism circulated to staff and hosted on Intranet	Training sessions delivered in 2014-15	Greater awareness of autism especially how to handle interview situations
	Mental Health & Personality Disorder training	Training sessions delivered A suite of information factsheets have been made available to staff to assist operational staff work with a variety of mental health disabilities.	Enhanced knowledge and understanding of the types of mental health disorders and personality disorders most commonly encountered in probation clients. Understand the distinction between personality disorder and mental health disorders. Better understanding of possible links between mental health disorders and personality disorders in regards to risk. To increase awareness of intervention and services available to clients with mental health problems and personality disorder.

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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	PBNI Psychology Department have made available a range of information aides on many aspects of mental health disabilities. This information is hosted as a resource on PBNI's Intranet for staff.	Information available for all staff which is especially relevant for public facing staff.	Better understanding of disability discrimination and the services offered to those with disabilities
2			

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

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

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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			
2			

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

	Action Measures partly achieved	Milestonesvi / Outputs	Outcomes/Impacts	Reasons not fully achieved
1				
2				

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

	Action Measures not met	Reasons

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1	Review of PBNI signage including audio visual displays	Audio Visual display equipment is subject to financial constraints.
2	PBNI will seek to identify opportunities to offer supported employment experience to people with disabilities.	Funding for a joint Disability Action/PBNI scheme that would have afforded opportunities for work placements was not successful.

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 is planning to run a service user survey in October 2015. This survey will be equality monitored and may include specific questions about offenders views on accessibility.

(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?

No

If yes please outline below:

PART B

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
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?

PBNI's new DAP has been developed, consulted upon and published for 2015-16

<sup>i</sup> **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.

<sup>ii</sup> **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.

<sup>iii</sup> **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

<sup>iv</sup> **Regional**: Situations where people can influence policy decision making at a middle impact level

<sup>v</sup> **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

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