

North Yorkshire Probation Area EQUALITY IMPACT ASSESSMENT TEMPLATE



NORTH YORKSHIRE

This template is used to:

- Review an existing function, policy or practice
- Develop a new function, policy or practice.

Policy can be unwritten procedures as well as formal written policies – equality impact assessment should be carried out on any aspect of probation work which has an impact on service users and staff.

The aims of impact assessment are

- to identify potential unfair treatment or adverse impact in the way the policy or practice is implemented on any groups (in respect to race, disability, gender, faith, sexual orientation or age).
- to promote good relations in conducting Probation business
- to promote equality
- to eliminate discrimination
- to comply with the general duty in the Race Relations (Amendment) Act, and forthcoming new legal requirements covering disability (2006) and gender (2007) and other diversity strands.
- to meet legal requirements in the equality legislation and protect the Area and Service from legal action
- to improve the quality of Probation work overall and produce a real benefit for all concerned.

Ten key points to help to ensure a good impact assessment are attached. More detailed guidance is available in the Home Office template for race equality impact assessment and on the CRE web site (www.cre.gov.uk). The Disability Rights Commission have issued guidance on Disability impact assessment. (www.drc.org.uk).

Most aspects of probation service work have the potential to affect people (service users, staff, partners, contractors) in different racial or ethnic groups in different ways, even though this may not be apparent at first. There may be barriers to equality which only a process of exploration and consultation will reveal. It is therefore safer to conduct a full impact assessment on most probation service policies, functions and practices.

Areas should first list all functions and policies and set priorities for impact assessment according to relevance: high, medium or low relevance.

This template has been designed mainly for use to comply with legislation on race. However it is also be used for impact assessment in relation to disability, gender, faith, sexual orientation and age.

However there is some variation in requirements in the different legislation and it is important to note that a generic template such as this may need to be adapted as further guidance is issued, for example, from the Disability Rights Commission.

PART A: INITIAL SCREENING

PART B: PREPARING FOR IMPACT ASSESSMENT

PART C: CONDUCTING IMPACT ASSESSMENT

PART D: FOLLOW-UP TO IMPACT ASSESSMENT

A. INITIAL SCREENING

1. Title of function, policy or practice (including common practice)

Is this a new policy under development or an existing one?

- **Interventions work with Offender**

2. Aims, purpose and outcomes of function, policy or practice

What is the function, policy or practice addressing? What operational work or employment/HR activities are covered? What outcomes are expected?

Policy addresses the work of Interventions. Strategic objectives and expected outcomes are:

- To provide a suite of offender interventions designed to reduce the risk of harm and re-offending of adult offenders in North Yorkshire
- To establish North Yorkshire probation area as the “lead provider” of adult offender interventions in North Yorkshire
- To develop value for money service delivery arrangements with a range of other organisations via civic, corporate, faith, voluntary and community sector alliances as part of a mixed economy of providers
- To build and develop effective partnership arrangements through collaboration, joint commissioning and sub-contracting
- To deliver the range of requirements associated with the regional Reducing Re-offending action Plan
- North Yorkshire Probation area will exploit available opportunities to enhance service delivery by securing external additional funding where possible

3. Target groups

Who is the policy aimed at? Which specific groups are likely to be affected by its implementation? This could be staff, service users, partners, contractors.

- Staff
- Offenders
- Partner agencies
- Contracted agencies

Equality target group	Positive impact – could benefit	Negative impact - disadvantage (High, medium, low)	Reason for assessment and explanation of possible impact
Women	All offenders – able to access appropriate programmes, which will help reduce their risk of re-offending. Achieved through resources being effectively targeted.	Staff - possible impact of greater flexibility to deliver programmes on current working arrangements (Low) Some programmes (calm, DV, SOTP) are not accredited for female offenders and as such are not available to this group. (needs further assessment)	Policy requires offenders have increased opportunity to access services. Staff could be disadvantaged by increase out of core hour working. However, the policy states it will be mindful of establishing a health, work/life balance. Impact needs further assessment. However, reducing sentencing options could increase the risk of custody or the risk to the public from offenders not having their offending behaviour address through an accredited programme.
Men		Staff as above	Staff as above.
Transgender people		A minority group who are not easily identifiable could lead to them being isolated within a group setting (Medium)	Study done on transgender offenders in Probation - gender issues - maintain privacy and dignity, alert to issues of being isolated within group setting. Use of appropriate nouns. Ensure individuals are not put in vulnerable situations. Problem with monitoring this group. More information on this subject needed.
People with language / literacy	Skills for Life provision available and	Programmes are not delivered	These would make understanding the material more difficult for this group.

needs	this group would be prioritised for this service.	directly in other languages and are delivered in part using the written format, which would reduce its affectedness to this group. (low)	Policy addresses this and allows for reasonable adjustments. IE Impact reduced by the use of one to one programmes and interpreters and greater assistance on literacy work. However, it was also acknowledged that if these groups grow then the resource implications would have to be reassessed. Furthermore, due to the impact of interpreters on a group environment and possible loss of meaning in the translation, that it would not be appropriate for interpreters to be involved in some groups. This could be offset by looking at alternative ways of delivering the programme.
Asian/Asian British people	Mixing of cultures to the benefit off all. Cross boundary agreements allow for the opportunity to avoid singleton placements within group setting.	Possible impact of additional travelling time to programmes being held in other areas and possible delay in starting the programmes due to their availability. (low)	If offenders have to travel to other areas to avoid singleton placements within NYPA groups, this could incur additions travel. Impact low as travel time could equally be shortened through these agreements. Also other areas may run programmes more frequently
Black/Black British people	As above	As above	As above, the same issues and impacts identified for both ethnic groups.
Chinese people or other groups	Mixing of culture to the benefit of all.	Feelings of being ethnically or culturally isolated. (medium)	These groups regionally have very limited representation within the offending groups. Therefore, the opportunity to avoid singleton placement within a group is very limited.
People of	Possibly similar	Possibly similar	As above

mixed race	to issues raised in other minority groups...	to issues raised in other minority groups. However, it was felt that this identification tag was not helpful. Impact could be reduced by use of the self monitoring form. Heritage appropriately acknowledged.	
White people (including Irish people)		Being isolated within a group setting	<p>Neg - as in other minority groups plus Western block offenders are currently the focus of a lot of media antagonism, which is being transmitted by some offenders. Higher chance of language issues</p> <p>Action –need to be aware of offenders with hate crimes against such groups and keep separated.</p>

Equality target group	Positive impact – could benefit	Negative impact - disadvantage (High, medium, low)	Reason for assessment and explanation of possible impact
Travellers or Gypsies		Ability to complete long programmes.	Consider impact of programmes of long duration but it was emphasised that the public protection issues overrides their need/wish to move.
Disabled people		Difficulties with travel and access to some buildings. Accesses ability of information given verbally or in writing	Policy states that reasonable adjustments will be made i.e. sign language, use of taxis.
Lesbians, gay men, bisexual people	Robust process for dealing with discrimination could increase all round levels of tolerance and understanding	Could be vulnerable in group setting.	Isolation and lack of tolerance from other group members. Because NYPA do not record sexuality there could be an information gap in terms of dealing with any issues or grouping of similar sexuality
Older people over 60			Assessment has not identified any evidence that this policy discriminates or disadvantages on the grounds of age.
Young people (17-25) and children			As above.
Faith groups		Delay in undergoing programmes as programmes not scheduled around Non-Christian festivals	Non-christen religious festivals could affect attendance on programmes. However, policy states reasonable adjustments will be made.

4. Further research/questions to answer

Because of the above, indicate what questions might need to be answered in the full impact assessment and what additional research or evidence might be needed to do this.

- Do we have any recording of discriminatory instances that can be collated
- Is there anything specific that would be linked to non-visible ethnic groups that might be different to race issues listed above

Initial screening done by:

Name / position

- Mike Ryan – ACO, interventions
- Liz Vennart – office manager, HSN
- Mark Gibson – PM , Interventions
- Justine Taylor - HR Manager

Date

- January 2008

B. PLANNING A FULL IMPACT ASSESSMENT

1. Title of function, policy or practice (including common practice)

Is this a new policy under development or an existing one?

- **Interventions work with Offender**
- New policy

2. Aims, purpose and outcomes of function, policy or practice

What is the function, policy or practice addressing? What operational work or employment/HR activities are covered? What outcomes are expected?

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- To provide a suite of offender interventions designed to reduce the risk of harm and re-offending of adult offenders in North Yorkshire
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- To deliver the range of requirements associated with the regional Reducing Re-offending action Plan

North Yorkshire Probation area will exploit available opportunities to enhance service delivery by securing external additional funding where possible.

3. Target groups

Who is the policy aimed at? Which specific groups are likely to be affected by its implementation? Use the initial screening to summarise potential adverse impact on each group as identified above and the reasons given. What knowledge and information do you already have, what further research or evidence should be collected in the full impact assessment?

- Gender
- Race
- Disability
- Sexual orientation/transgender
- Age
- Faith

- Gender Issues raised about the number of females who are on current orders for DV, and sexual offence. In addition, how many have been on Orders in NYPS, for these types of offences over the last three years
- (Action request to go to IT for this information)

4. Impact assessment process

Which staff will conduct the IA? (eg Board members, senior managers, policy leads, or a team of staff.)

- Mike Ryan - ACO Interventions
- Liz Vennart - Office Manager NSN
- Jamil Boston - Diversity Advisor
- Mark Gibson – PM Interventions

Will you include external advice from community groups or individuals?

- Yes from the Attitude, Thinking and Behavioural Pathways

How will the IA be approved and integrated into senior management processes?

- Through SMT agreement

What is the role of the diversity manager?

- Adviser

5. Consultation

Give details of any planned internal staff and external community consultation and engagement.

- With the county programme coordinator and HR

Who will be consulted, how will it be done, when, what are the aims of the consultation, what will be done with the results?

Are a diverse range of staff, service users and stakeholders consulted?

How will the impact assessment process be publicised to give as many people as possible an opportunity to take part?

- Through the intranet

C. CONDUCTING THE IMPACT ASSESSMENT

6. Q & A: Effect of function, policy or practice

What questions were identified in the initial screening above?

- The possible adverse affect of women not being able to access some accredited programmes?
- What no of women offenders are affected by this ?
- Do we need some research concerning sexual orientation/ transgender.
- It eh heading "Mixed race" appropriate.

What other aspects of the way this policy is, or might be, implemented, should be explored?

- None identified.

Are there any points within the policy as it stands where the potential exists for negative impact on staff or service users or stakeholders across all groups?

- Unsocial hours working for staff HR issue

Is there any existing evidence to show that adverse impact on any racial group has occurred previously in this area, if so what?

- No

If not what evidence will you need to collect to assess the impact? (This might be monitoring, evidence from staff networks, evidence from service users, surveys, interviews, focus groups, wider consultation, research at national or area level on impact of similar policies or functions, etc.)

- Look to see if there is any national studies on accredited group work on any minority group as listed. ATB pathways

How can you be sure you have fully understood potential for adverse impact? Have relevant community members been engaged at all stages in identifying questions to ask, areas of concern

What level of community consultation and engagement has taken place during the impact assessment? What were the results?

Overall, how does the policy promote equality, eliminate discrimination and promote good relations?

- Whilst prioritising the need to reduce offending and protect the public the policy on interventions work with offenders allows for additional resources to be targeted at any Equality Target Group identified as being unduly disadvantaged by the need to undertake interventions.

7. Assessment of evidence and action on results

What conclusions can be drawn from the consultation and the evidence collection?

Support the conclusions by reference to the outcomes of consultation and evidence collection.

Is there is a need to change amend or withdraw the policy or practice?

In what ways will be policy promote good relations, promote equality and eliminate discrimination? Does it need amending to reflect this?

If so, what action is needed, , by when and who is responsible?