



HM Inspectorate of Probation

**Race, Disability
and Gender Equality Scheme**

2007 - 2010

Foreword by Andrew Bridges HM Chief Inspector of Probation

I am pleased to introduce HMI Probation's first Single Equalities Scheme detailing our objectives intended to address race, disability and gender equality within our own organisation and with the work of those we inspect.

We have set ourselves an overarching objective of working to remove improper discrimination in the Criminal Justice System. In our core inspection programmes we assess what measures the Probation Service, National Offender Management Service and Youth Offending Teams have in place to address the diverse needs of adult offenders and children and young people who have committed offences. We also look for evidence of positive recruitment, development and retention practices in relation to all staff which lead to an appropriately diverse workforce. The same approach is taken to partnership and community based work by these organisations.

Within our own organisation we have developed a wide ranging approach to promoting diversity which is published on our web site. Measures include staff training, positive action to recruit black and minority ethnic inspection staff and recruitment of Welsh speaking inspectors.

This scheme brings together our ongoing work towards race and gender equality with a new emphasis on disability. Impact assessments regarding all three equalities are planned in relation to our inspection methodology during 2007/2008. As a very small organisation of only fifty people we also plan during the year to consult with those who have identified themselves as having a disability about both our internal and external work.

Through induction, training and the appraisal process all HMI Probation staff are encouraged to consider promoting diversity across all areas of their work. In our view this scheme provides a template for action over the coming three years.

Andrew Bridges
HM Chief Inspector of Probation

Role of HM Inspectorate of Probation

Statement of purpose

HM Inspectorate of Probation is an independent Inspectorate, funded by the Home Office and reporting directly to the Home Secretary. Our purpose is to:

- report to the Home Secretary on the effectiveness of work with individual offenders, children and young people aimed at reducing reoffending and protecting the public, whoever undertakes this work under the auspices of the National Offender Management Service or the Youth Justice Board
- report on the effectiveness of the arrangements for this work, working with other Inspectorates as necessary
- contribute to improved performance by the organisations we inspect
- contribute to sound policy and effective service delivery, especially in public protection, by providing advice and disseminating good practice, based on inspection findings, to Ministers, officials, managers and practitioners
- promote actively race equality and wider diversity issues, especially in the organisations we inspect
- contribute to the overall effectiveness of the Criminal Justice System, particularly through joint work with other inspectorates.

Our annual Plan sets out our work for the year. It is agreed between the Home Secretary and HM Chief Inspector and is published on our website.

Role of HM Inspectorate of Probation

Home Office Objectives

HMI Probation contributes to the achievement of the overall Home Office objective of protecting the public, and particularly to the achievement of Home Office objective 5:

“Managing offenders to protect the public and to reduce reoffending”

We also contribute to the achievement of objective 2 (cutting crime, particularly violent and drug-related crime) and of objective 4 (rebalancing the criminal justice system in favour of the law-

abiding majority and the victim), and to other relevant CJS and Children's Services objectives.

HMI Probation Code of Practice

While carrying out our work we aim in particular to follow the Government's ten principles of inspection in the public sector, namely that inspection should:

- have the purpose of improving the service inspected
- focus on outcomes
- have a user perspective
- be proportionate to risk
- encourage rigorous self-assessment by the managers of the service inspected
- use impartial evidence
- disclose the criteria used to form judgements
- show openness about inspection processes
- have regard to value for money
- continually learn from experience

To achieve our purposes and meet these principles, we aim to:

- work in an honest, professional, fair and polite way
- report and publish inspection findings and recommendations for improvement in good time and to a good standard
- promote race equality and wider attention to diversity in all aspects of our work, including within our own employment practices and organisational processes
- minimise the amount of extra work arising for Probation Areas or Youth Offending Teams as a result of the inspection process.

While carrying out our work we are mindful of Ministerial priorities and the Strategic Plan for the Criminal Justice System. We work closely with other criminal justice Inspectorates through the Criminal Justice Chief Inspectors' Group, and also with Inspectorates involved with work with young people. In addition, through a Probation Inspection and Audit Forum, we work closely with the Audit Commission, the National Audit Office and the Home Office Audit and Assurance Unit.

Developing the Scheme

We are a small organisation numbering a total of just 50 salaried staff.

Staff are employed under different arrangements and therefore subject to different conditions. These include a number on secondment from HMI Constabulary, the Commission for Social Care Inspection and probation areas - each is subject to their parent organisation's conditions. Others are recruited directly using Home Office procedures and are thereafter subject to mainstream civil service conditions.

Our approach to equalities and diversity has been developed internally. We publish our Diversity Action Plan on the HMI Probation website. However, our main activities are carried out within the organisations we inspect and we consult widely with them about our inspection criteria and methodologies. We also ask for and obtain feedback during every inspection.

One of HM Inspectors has time dedicated to Diversity and leads on this on behalf of the Chief Inspector. Work is directed by a multi grade Diversity Working Group chaired by an Assistant Chief Inspector. It is also reported on or developed at a regular session at the bi-monthly staff meeting.

Equality Approach

Our approach both to inspection and to how we manage ourselves has always been to consider diversity from an all-inclusive perspective. All aspects of diversity are considered under the following headings: Leadership, Staffing, Training and Resources and Involving Stakeholders.

Our overarching objective is to work towards removing improper discrimination in the Criminal Justice System and we make our contribution in the role of a statutory independent Inspectorate as described above. The Chief Inspector reports directly to the Home Secretary on this and other matters

Monitoring and Evaluation

We assess the quality of work (by whoever undertakes it) to address the diverse needs of adult offenders and children and young people who commit offences to prevent offending. Our methodologies emphasise the need to assess and plan for difference as an essential element of quality work in the supervision of offenders and young people.

We report on the quality of work in an area, and require Improvement Plans to be prepared four weeks from publication to address any shortfall. Agencies have a duty to report on progress through regional management structures and ultimately to ministers.

From time to time we publish analysis of national performance against inspection criteria relating to diversity which is intended to assist those seeking to improve their performance. This is to be found on our website.

Internally we review achievement against our Action Plan on a six monthly basis and take remedial action if necessary, e.g. in establishing a positive action scheme to recruit black and minority ethnic inspection staff in 2006 and 2007.

We report on our internal achievements in our Annual Report published in July of each year.

RACE EQUALITY ACTION PLAN

Outcome	Actions	Owner	Timescales
<p>Race equality and other aspects of diversity continue to be integral to the Offender Management, Youth Offending Team, Thematic and Supporting People inspections</p>	<ul style="list-style-type: none"> • A clear definition of what we mean by good practice in relation to diversity and how we expect to see it implemented is included in inspection criteria and guidance to assessment. • An assessment of the impact of our inspection practice on internal and external stakeholders to be carried out to ascertain if it has a differential impact on people from black and minority ethnic groups., To consult internally and externally during this process and publish outcomes including Action Plans. • Individual and summary reports detailing our findings including on the quality of work and outcomes for black and minority ethnic offenders and young people continue to published regularly. • Inspection findings are promoted to encourage good practice and 	<ul style="list-style-type: none"> • Assistant Chief Inspectors with responsibility for programme management. • Diversity working Group • Information team • Assistant Chief Inspectors with responsibility for 	<ul style="list-style-type: none"> • Included in current guidance. Reviewed annually. • Assessment by September 2007. Publish by January 2008. • Individual reports published within approximately 3 months of inspections. • At the end of each region for OMI and

	<p>published on our website.</p> <ul style="list-style-type: none"> • Priority is given to diversity at management and staff meetings to ensure that it is built into and sustained in all of our work. 	<p>programme management.</p> <ul style="list-style-type: none"> • Chief Inspector 	<p>Phase for YOTI.</p> <ul style="list-style-type: none"> • Bi-monthly.
<p>HMI's internal procedures and functions promote race equality and ensure a representative group of staff that reflects the agencies we inspect</p>	<ul style="list-style-type: none"> • Continue to conduct internal monitoring of all staff to ensure that black and minority ethnic staff make up a representative proportion at all levels. • Repeat the Shadowing Scheme annually for black and minority ethnic staff from probation areas and local authorities to provide better information about inspection as a career choice. • Ensure that every staff member has an objective related to promoting diversity in their Performance Appraisal and Development Review. • Staff are informed about Support networks during induction and 	<ul style="list-style-type: none"> • Assistant Chief Inspector Support Services • Diversity Working Group • All managers • Diversity Working Group 	<ul style="list-style-type: none"> • Each January • April – July 2007. • Ongoing • As required,

	encouraged to make contact.		approximately every quarter.
Resources are made available to ensure that the necessary time and training are available to achieve race equality objectives.	<ul style="list-style-type: none"> • All staff undertake Diversity Awareness training in their first year. • All staff undertake an induction session within three months of appointment to understand the role of HMI Probation in promoting race equality and other aspects of diversity. • A Diversity working Group meets bi-monthly to support the agenda. • A dedicated slot on the agenda is spent at each staff meeting to examine an aspect of our work in promoting diversity. To include a session with the Commission for Racial Equality in May 2007. 	<ul style="list-style-type: none"> • Diversity training team • Diversity Working Group • Diversity working Group • Chief Inspector 	<ul style="list-style-type: none"> • June, August and December 2007. • April 2007 and as required thereafter • Bi-monthly • Bi-monthly

DISABILITY ACTION PLAN

Outcome	Actions	Owner	Timescales
<p>Staff with a disability feel supported and enabled to participate fully in the life of the organisation.</p>	<ul style="list-style-type: none"> • To encourage individuals to disclose their disability through the development of an understanding of the benefits of a disability equality scheme. To be promoted in a staff meeting. • To continue to conduct annual monitoring of staff. • Invite internal consultation with those who have already identified themselves as having a disability within the first year. To consider any necessary improvements to recruitment, staff development and working practices in relation to disability within the second year • An assessment of the impact of our inspection practice on internal and external stakeholders to be carried out to ascertain if it has a differential impact on people with a disability. To consult internally and 	<ul style="list-style-type: none"> • Diversity Working Group • Assistant chief Inspector Support Services • Assistant Chief Inspector Diversity and Recruitment. • Diversity Working Group 	<ul style="list-style-type: none"> • Build into November staff meeting. • Each January • Consult by March 2008. Develop practices by March 2009. • Assessment by September 2007. Publish by January 2008.

	<p>externally during this process and publish outcomes including Action Plans by the end of 2007/2008.</p> <ul style="list-style-type: none"> • Staff are informed about support networks and encouraged to participate during the induction period. • Individual and summary reports detailing our findings including on the quality of work and outcomes for offenders and young people with disabilities continue to be published regularly. 	<ul style="list-style-type: none"> • Diversity Working Group • Information Team 	<ul style="list-style-type: none"> • As required, approximately every quarter. • Individual reports published within approximately 3 months of inspections.
<p>Resources are made available to ensure that the necessary time and training are available to achieve disability equality objectives.</p>	<ul style="list-style-type: none"> • All staff undertake Diversity Awareness training in their first year. • All staff undertake an induction session within three months of appointment to understand the role of HMI Probation in promoting disability equality and other aspects of diversity. • A Diversity working Group meets bi-monthly to support the agenda. 	<ul style="list-style-type: none"> • Diversity Training Team • Diversity working Group. • Diversity Working Group 	<ul style="list-style-type: none"> • June, August and December 2007. • April 2007 and as required thereafter. • Bi-monthly • November 2007.

	<ul style="list-style-type: none"> To make use of a staff meeting by November 2007 to promote understanding of the Disability Equality duty and HMI Probation scheme to all staff. 	<ul style="list-style-type: none"> Diversity Working Group 	
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GENDER ACTION PLAN

Outcome	Actions	Owner	Timescales
<p>To demonstrate that there is an equality of opportunity between men and women within the organisation and that attention is paid to potential discrimination during inspections.</p>	<ul style="list-style-type: none"> To continue to conduct annual monitoring of staff. An assessment of the impact of our inspection practice on internal and external stakeholders to be carried out to ascertain if it has a differential impact on men and women. To consult internally and externally during this process and publish outcomes including Action Plans by the end of 2007. Individual and summary reports detailing our findings including on the quality of work and outcomes for male and female offenders 	<ul style="list-style-type: none"> Assistant Chief Inspector Support Services Diversity working Group Information Team 	<ul style="list-style-type: none"> January each year Assessment by September 2007. Publish by January 2008. Individual reports published within approximately 3

	<p>and young people continue to be published regularly.</p> <ul style="list-style-type: none"> • Staff are informed about support networks and encouraged to participate during the induction period. • Use of a staff meeting to ensure all staff understand the requirements of the gender equality duty by the end of 2007/2008. 	<ul style="list-style-type: none"> • Diversity Working Group • Diversity Working Group 	<p>months of inspections.</p> <ul style="list-style-type: none"> • As required, approximately every quarter. • November 2007
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