



BEDFORDSHIRE PROBATION AREA

INITIAL DISABILITY EQUALITY SCHEME

DECEMBER 2006 – NOVEMBER 2007

If you have any comments or suggestions to make in relation to this scheme, please contact the lead officer:

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Chief Officer's Foreword

I am pleased to introduce the Bedfordshire Probation Area's Disability Equality Scheme.

We have consulted widely to produce this Scheme and the document explains what we intend to do to fully satisfy the requirements of the Disability Discrimination Act. As such, it marks the continuation of a journey we have already commenced to ensure that staff and service users who have a disability are not disadvantaged. It also sets a clear direction of travel for the type of employer and service provider that we wish to become: aware, inclusive, tolerant and diverse.

Although many of our commitments will be directly taken forward by lead managers, there is also a clear role for every member of staff, both in terms of how we work with colleagues and how we deliver services to offenders and work in partnerships with other providers. I want to see awareness raised across the organisation, I want our staff and managers to find practical and enabling solutions, I want us to assess the impact of our decisions, and I want us to ensure that we collect the data which tells us what and where the issues are.

I hope that everyone will read and familiarise themselves with the Scheme and that disability will become an important part of our wider diversity agenda.



Ben Emm
Chief Officer

1. General Introduction to the Initial Disability Equality Scheme (DES)

This is the Bedfordshire Area Probation (BPA) Initial Disability Equality Scheme. It is designed to show how the service will ensure it promotes equality of opportunity for disabled people and how it will challenge discrimination, through removing the barriers experienced by them, wherever possible. It is acknowledged that BPA is en route to fully achieving the stated disability objectives. This is a working document which will ensure ongoing review of processes; data and information from consultation are mainstreamed into planning and priority setting. BPA will endeavour to promote disability equality through it's relationships with partner agencies and contracted services.

The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment, which has a substantial and long term adverse impact on his/her ability to carry out normal day to day activities.

The term 'disabled person/ people' is used in the context of the Social Model of Disability. This reflects an understanding that functional limitations arising from people's impairments do not inevitably restrict their ability to participate fully in Society. Rather than the limitations of impairment, it is often environmental factors which lead unnecessarily to social restrictions

Bedfordshire Probation Area will adopt the Social Model which, in its simplest form, changes the focus away from people's impairments and towards removing the barriers that disabled people face in everyday life.

2. Introduction of the Service

BPA is one of 42 areas forming the National Probation Service. It provides services in Bedfordshire and Luton and employs c. 220 staff in various roles and nine locations.

a) The key priorities for the National Probation Service in 2006/07 are:

1. Continue to contribute to the development of NOMS
2. Work collaboratively with other criminal justice agencies to protect the public from harm
3. Work with other criminal justice agencies and local Crime & Disorder Reduction Partnerships to develop a new service delivery model
4. Work with other criminal justice agencies, Judges & Magistrates to reduce re-offending by consolidating the implementation of the Criminal Justice Act 2003 with a particular focus on the new sentence of Custody Plus

5. Work with the Regional Offender Managers, the Prison Service and other agencies at a regional and national level to implement the Reducing Re-offending Action Plan
6. Work with the Prison Service and other key agencies to ensure that, in relation to diversity, we comply with relevant legislation and embed equality in our work with offenders and in our HR policies

b) The BPA Annual Plan 2006/7 indicates that it will contribute to these priorities in the following ways:

	NPS Key Priorities	Bedfordshire Probation Delivery Objectives
1	Contribute to the further development of NOMS.	<ol style="list-style-type: none"> 1. Implement C NOMIS, the new NOMS IT system 2. Devise and commence a training and development programme for our managers 3. Reduce sickness absence rates compared to 2005/6 4. Examine overhead expenditure and produce plan to reduce overhead costs 5. Review and improve the timeliness and accuracy of performance information
2	Protect the public from harm	<ol style="list-style-type: none"> 1. Deliver on our effective Supervision Inspection improvement action plan prior to being re-inspected in October 2006 2. Embed the new quality management framework to monitor our use of OASys 3. Further improve MAPPA in relation to administrative support, communication and training, in accordance with the MAPPA annual plan
3.	Develop a new service delivery model	<ol style="list-style-type: none"> 1. Develop a workforce plan to identify the role profiles we need in order to deliver cost effective services 2. Develop a strategy to actively engage with CDRPs and Community Safety groups in order to further promote and extend the range of community payback projects 3. Build on existing PPO delivery structures with the revised Police BCUs and embrace CDRP restructuring to embed further the PPO premium level service 4. Explore and implement new working

		<p>arrangements with HMP Bedford to deliver effective offender management ‘ through the prison gate’</p> <p>5. Implement a quality management framework to monitor our delivery of the national offender management model</p>
4	Consolidate the implementation of the Criminal Justice Act 2003	<ol style="list-style-type: none"> 1. Increase the proportion of Fast Delivery Reports to 40% 2. Develop a strategy to improve sentencer confidence in Community Penalties and the Bedfordshire Probation Area 3. Complete and implement a Court Review to ensure we deliver cost effective services which meet sentencer and HMCS expectations 4. Undertake a major review of concordance rates and our targeting of proposals in order to better promote fines and community penalties where appropriate 5. Implement the new sentence of Custody Plus, seeking to work closely with our local prison HMP Bedford 6. Further improve our end to end enforcement rates, ensuring swift and effective justice for offenders who do not comply with their sentence
5	Implement the reducing re-offending action plan	<ol style="list-style-type: none"> 1. Develop an Offender Accommodation Strategy which builds on renewed links with Supporting People and current contracted services 2. Develop and improve links with Health, PCTs and DATs in order to ensure effective provision for offenders 3. Implement the new OLASS arrangements 4. Develop a strategy to invest further in contracted services for offenders during the course of the year, based on Offender needs data from OASys and taking our investment levels to 5% of budget 5. Develop plans to convert Bedford Approved Premises to all women provision 6. Produce regular offender needs profiling

		<p>from OASys and use this to inform the development of contracted services and share it with the ROM</p> <ol style="list-style-type: none"> 7. Monitor and seek to reduce programme attrition rates 8. Develop further our services for offenders seeking employment and training opportunities by enhancing and re-focusing existing contracted service provision 9. Develop an interventions prospectus to ensure that an appropriate range of interventions are available, in particular for intensive community orders 10. Ensure that the use of interventions is promoted in sentence planning and increased and delivered
6	Embedding Diversity and equality	<ol style="list-style-type: none"> 1. Ensure that we meet, on time, requirements of new legislation in relation to gender, age and disability 2. Ensure we complete a fundamental review, update and impact assessment of HR policies 3. Ensure that we complete comprehensively the first cycle of the new appraisal process 4. Ensure progress against our Area Race Equality Scheme, in particular developing our approach to community engagement through the Confidence Group of the Local Criminal Justice Board 5. Develop a plan to increase the proportion of BME staff who complete our annual staff survey 6. Research and develop new contracted services which specifically support the needs of BME offenders in Bedfordshire

3. Values

a) The National Probation Service pledges itself to equal service for all our members, the offenders, victims of crime and our communities.

- We recognise and value the uniqueness of each individual, the offenders and victims who receive our services
- We embrace 'difference' and we are unequivocally committed to tapping into and contributing to the richness and innovation inherent in that difference
- We will support and equip our employees so that they can achieve their full potential in providing and developing our services
- Our services will be appropriate and effective for all offenders and victims
- We will reflect through the membership of our boards and the workforce the diverse communities of England and Wales.

b) The Audit Commission Probation Services Diversity Review of the Area in October 2005 found that

'The Board and Senior Management Team (of BPA) has demonstrated strong leadership commitment to diversity and established some key mechanisms to ensure that diversity is mainstreamed into the Board's business processes and policy planning. They have a clear vision of where they want to go and how to achieve their diversity objectives'

c) The Area Equal Opportunity Policy and Statement of Intent states that:

'The Bedfordshire Probation Board is committed to equal opportunities for all in employment, service delivery and organisational culture.'

The Board is determined to combat unlawful discrimination on grounds of race, sex, marital status and disability. It undertakes not to discriminate unfairly on the grounds of age, sexual orientation, HIV positive/ AIDS, trade union activity and political or religious belief.'

BPA resources a Diversity Link Panel from amongst the staff group, with an external Diversity Adviser. Diversity is a specific section of the area business plan. These measures evidence the active commitment of the area to promoting equality in general.

4. Disability Equality Duty

a) The General Duty

As a consequence of the introduction of a Disability Equality Duty, all public authorities are required to adopt a pro-active approach, mainstreaming disability equality into all decisions and activities. This known as the General Duty. Every public authority shall, in carrying out its functions, have due regard to the need to:

- Promote equality of opportunity between disabled people and other people
- Eliminate discrimination that is unlawful under the Disability Discrimination Act
- Eliminate harassment of disabled people that is related to their disability
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled people in public life
- Take steps to meet disabled people's needs, even if this requires more favourable treatment.

BPA Board and staff are aware of and committed to their duty in this respect.

b) The Specific Duties

The Specific Duties have been designed to assist authorities in planning, delivering and reporting on their activities to ensure compliance with the General Duty and are about a practical framework known as the Disability Equality Scheme. An initial scheme must be in place by 4th December 2006. Subsequent schemes will need to be developed every three years

A Disability Equality Scheme will enable BPA to meet the requirements of the Disability Discrimination Act and set out our action plans to improve access to employment and services. It will also enable us to make sure that we are taking the needs of disabled people into account when we plan and deliver our services and ensure we continuously monitor and improve the ways in which we deliver services to disabled people.

To ensure that these specific duties are fully integrated into the management of the area, BPA will ensure that this Disability Equality Scheme is reviewed annually through the Diversity Link Panel, Senior Management Team and Board.

1. Our disabled staff have been, and will continue to be involved, with the development of this scheme and the monitoring of progress. Consultation has also taken place through our Diversity Link Panel, which includes staff and an external diversity adviser.
2. An external consultant has been engaged to conduct a thorough impact assessment of our policies. This work was commenced in April 2006 and

has recently concluded. The recommendations relating to disability issues are included in the action plan.

3. We will continue to work with the other agencies which form the Local Criminal Justice Board to ensure that there is effective consultation and local sharing of information and feedback.
4. Feedback on our services was sought from disabled offenders in our Offender Satisfaction Survey 2006
5. The annual Staff Survey monitors perception of discrimination at work, amongst many other topics. Overall there were fewer reports in 2006 of discrimination due to disability/ special needs from 16% the previous year to 12% in 2006. 8% of staff consider themselves to have a disability. The survey is completed anonymously, but the need to raise awareness of the impact of disability amongst staff and managers and the manager's duty to make reasonable adjustments, where appropriate, is currently being actioned.
6. This Disability Equality Scheme is available on the Bedfordshire Probation Area website in both PDF and Word formats. Posters publicise this in offender reception areas, together with an invitation for all individuals to comment. Hard copies are available from receptionists and in other formats if requested.

5. Key Challenges

a) National Challenges

There are approximately 11 million disabled adults in the UK; this equates to more than 1 in 5 adults. The nature and extent of their disabilities vary widely, as do their requirements for overcoming any difficulties they may face.

Research conducted on behalf of the Disability Rights Commission into Employment of Disabled People in the Public Sector in November 2004 found that:

- 790,000 disabled people were employed in the public sector in 2002/3, a 20% increase over 4 years. However, 11% of disabled people were in public sector jobs, compared to 18% of non disabled people.
- Disabled people are significantly less likely to occupy senior management, professional or technical positions
- Disabled people are less likely to participate in training

- 1 in 10 employers said they were very likely to employ someone with a physical disability; 1 in 20 said they were very likely to employ someone with a mental health problem
- 40% of incapacity benefit claimants have a mental health problem

The same report found that disabled employees experience of working in the public sector included:

- Strikingly lower levels of job satisfaction
- Pain was the chief barrier
- Colleagues with limited awareness of disability and how it affected them
- A perception that disclosure had negative effects

'Improving the Life Chances of Disabled People' produced in January 2005 sets out the Government's strategy for change. This scheme sets out how BPA will contribute to achieving the goals it sets out.

b) Local challenges

BPA is a small probation area and will therefore need to ensure that both financial and staff resources are targeted effectively to the priorities identified in the area. BPA employs c 220 staff, has a c. £8.5 m budget and provides services to c 1% of offenders. BPA is committed to ensuring that it delivers a proportionate response to the needs of both disabled staff and service users.

Additional resource has been made available to ensure the wider diversity agenda is appropriately actioned through designating an element of the Training Manager's time to this, to support the lead ACO.

BPA currently employs 5 disabled staff members according to our monitoring data. This is lower than the 8% reporting a disability in the staff survey. The monitoring data was acquired following an exercise to update the monitoring and personal details information of all staff in April 2006. This exercise will be carried out annually to ensure that accurate data is maintained, simultaneously with diversity awareness training which will support the development of a culture in which individuals feel able to fully disclose their disability. 9 of our staff use assistive technology and 26 have applied for Access to Work.

15% (9) of hostel residents consider themselves to have a disability. 7% (12) offenders considered themselves to be disabled.

Diversity awareness training, including specific reference to disability issues was delivered to 41 staff in the previous 12 months. There are still 30 staff on the waiting list and action is being taken to identify why they have not taken up training opportunities provided and to ensure that they do by the end of the financial year.

Accessibility Audit Reports made in 2004 indicates that BPA has several premises where disabled access is below standard. However, it is dependent on the national assessment of priorities for investment in local premises and is not able to make local decisions.

Recent external impact assessment of BPA's policies (between April 2006 and November 2006) has indicated that the current Equal Opportunities Policy and Statement of Intent should be reviewed. This work has begun, with the assistance of an external diversity adviser. The revised draft policy will be consulted upon widely, making active provision for the inclusion of disabled staff and service users, and will be completed by the end of March 2007.

Bedfordshire is a small county, with a combination of very diverse communities in Luton and Bedford and rural areas. The 2001 Census shows that the population of Mid Beds was 94.63% white; South Beds 93.34% white and Luton 64.97% white. Muslims reports the highest level of disability, 24% females and 21% males. The Census also shows that the percentage of those reporting limiting long term illness was 12.93% in Mid Beds; 14.06% in South Beds and 15.3% in Luton. BPA needs to actively address the issues around improving local community engagement.

6. Outcomes of this Scheme

This scheme sets out the action plan through which Bedfordshire Probation Area will identify its strategic priorities in regard its general duty and specific duties under the Disability Discrimination Act.

1. Increased awareness for all employees of issues relating to disability
2. Improvements in employment practices for disabled staff and potential recruits involving them in identifying what needs to be done
3. Improving service delivery following feedback from offenders
4. Continuation of the existing impact assessment processes, focusing on monitoring data to ensure accurate and objective information is collected and acted upon
5. Ensuring development and training needs are identified and that resulting activities are fully accessible

7. Objectives

1. Making sure the Bedfordshire Probation Area DES is put into practice

The Chief Officer of Probation has overall responsibility for the DES. The Assistant Chief Officer with responsibility for Diversity has responsibility for day to day management of the DES, supported by the Diversity Link Panel

2. Assessing and consulting on the likely impact of proposed policies

The Bedfordshire Probation Board will ensure that a system exists for all future policies to be impact assessed. We will continue to consult on all proposed relevant policies as they are developed and reviewed. Whom we consult will depend on the policy in question. The consultation process will be reviewed to ensure that it is inclusive and compliant with relevant legislation.

3. Monitoring policies for adverse impact

Bedfordshire Probation Area will continue to collect, monitor and analyse data on disability across employment and service delivery functions. If, on analysis, it is discovered that a policy has had an adverse impact, we will fully investigate that policy and introduce alternative measures to address the problem.

4. Publishing the results of assessment, consultation and monitoring

Bedfordshire Probation Area recognises that disseminating the results of its assessments, consultation and monitoring information promotes transparency and accountability within the organisation and helps to demonstrate our public commitment to eliminating discrimination on grounds of disability. We will use the service website www.bedsprobation.org.uk to disseminate our reports on assessment, consultation and monitoring results

5. Making sure the public have access to information and services

We are aware that members of the public may experience barriers to accessing information and services. We will continue to provide public access to information and our services through a variety of means, including publications, engagement work with community groups, use of interpretation and translation to improve access, plus the use of the Bedfordshire Probation Area website.

6. Training staff

Bedfordshire Probation Area will ensure that appropriate training is provided for all our staff. Most staff should have a good basic knowledge of the requisite legislation. They should also have had the chance to acquire the additional specialist knowledge they

need to ensure that disability equality is mainstreamed into their work. Impact Assessment training has taken place for senior managers and will be periodically refreshed. Valuing Diversity training is mandated for all staff and will continue to be so.

7. Employment Duties – monitoring employment

Bedfordshire Probation Area's Human Resource team currently monitors staff by ethnicity, gender and disability and produces quarterly returns to the HR Sub Committee of the Board.

It is through the achievement of these objectives, and the specific activities listed in the following Action Plan, that BPA will meet its obligations specified in the general duty i.e. to eliminate discrimination and harassment.

Objective 1 – Making sure that Bedfordshire Probation Disability Equality Scheme is put into practice

Key Task	Timescale	Responsible Officer	How will this be achieved?	Progress Report 2006	Progress Report 2007	Achieved Y/N
1.1 Agree roles and responsibilities for implementing plan	December 2006	Head of HR	<p>Launch of Scheme to raise awareness</p> <p>Head of HR to ensure implementation plans are in place for each element of the action plan</p> <p>Disability Equality Scheme mainstreamed as an objective in the Area Business Plan</p>			
1.2 Oversee delivery of implementation plans	December 06 – November 07	Head of HR	<p>Quarterly report to the HR Committee of the Board</p> <p>Annual report to the Board in November 2007</p> <p>Consultation with disabled people and organisations of disabled people working on their behalf, and from sharing feedback with partner agencies, incorporated into all elements of planning</p> <p>Using information gathered from systems in 1.8 below to inform future planning and policy development.</p>			
1.3 Review DES 2006-9 annually, conducting gap analysis to identify priorities for years 2 & 3	Annually in November of 07 and 08	Head of HR	<p>Annual report to the Board in November 2007 and November 2008 prepared by the Head of HR. Issues identified will inform future policy development, these will be prioritised by SMT in consultation with DLP</p> <p>Present data collected in accessible formats, and share information within</p>			

			the service, with partners and externally in relevant fora. Benchmark BPA performance with other probation areas and externally.			
1.4 Revise DES for 2010 - 2013	November 2009	Head of HR	Review changes to legislation. Incorporate feedback received from partner agencies, organisations working for disabled people and disabled staff. Ensure compliance with legislation and any national guidance.			
1.5 Implement revised, fully inclusive, Diversity Policy and Code of Conduct for staff	March 2007	Head of HR	Development of draft policy in consultation with all affected groups and unions			
1.6 Introduce revised Grievance and harassment policies	April 2007	Head of HR	Review national model policies and tailor for local need. Consult with staff representatives. Ensure informal resolution processes, and impartial support for individuals, are available.			
1.7 To assess partnership performance on diversity and delivery	March 2008	Contracted Services Manager	To undertake review of all contracted partnerships to ensure diversity commitments are actioned			
1.8 To ensure that effective data capture systems are in place and operating	December 2006 onwards	Head of HR Performance and Information Manager	Review and update internal systems e.g. Propath and ICMS to capture disability data Ensure staff are briefed and operate systems effectively Incorporate performance data in monthly/ quarterly reports for SMT and HR Committee analysing that data by team; location; staff group; offender group where possible Benchmark performance externally			

	January 2008		<p>within the region and LCJB</p> <p>Ensure regularly conducted offender surveys include reference to identifying barriers for disabled service users</p> <p>Review evidence databases in the light of experience to ensure relevant and timely information is collected</p> <p>Data collected will be linked to the regular timetabled reviews of policy and their ongoing impact assessment</p> <p>Feedback on the data collected will be given to the DLP , LCJB and other relevant fora of disabled people</p>			
1.9 Ensure diversity schemes delivery is incorporated into business plan	April 2007	Chief Officer	Establish mechanisms for involving disabled people in the assessment of priorities			
1.10 Establish diversity budget for 2007/8	April 2007	Treasurer	Through incorporation in planning process			
1.11 Implementation of new policy or policy changes.	January 2007	Head of HR Director of Operations	Policy development will incorporate union involvement, and diversity link panel involvement. Policies will be adopted by SMT an agreed by the Board. Agreed policies will be disseminated to all staff, with training provided if required.			

Objective 2 – Assessing and consulting on likely impact of proposed policies

Key Task	Timescale	Responsible Officer	How will this be achieved?	Progress Report 2006	Progress Report 2007	Achieved Y/N
2.1 Conduct Impact Assessment on revised and new Area policies and function	Ongoing	SMT	<p>The national NPD Equality Impact Assessment model applied which involves screening to determine whether a full impact assessment needs to take place. The results of the Impact Assessments (screening and full) will be considered by the senior management team and lead for resulting action identified.</p> <p>SMT to identify lead for Impact Assessment and review points at adoption of policy</p> <p>Through the diversity link panel and LCJB collaborative work, involve disabled people in developing solutions to overcome identified barriers.</p> <p>BPA will participate in regional diversity impact assessment for major policies</p>			
2.2 Development of further internal and external consultation groups involving disabled people	By April 2007	Head of HR	<p>Collaborative working with partner agencies and disability organisations, with focus on minority communities</p> <p>Development of staff consultation group</p> <p>Broaden membership of Diversity Link Panel to include more disabled staff</p> <p>Utilise existing staff and offender surveys to acquire more detailed feedback</p>			

2.3 Improve BPA profile with diverse communities and organizations, developing mechanisms to reach out beyond consultation	March 2008	Board Chair/ Chief Officer Head of HR Communications Manager	Chair and CO to co-ordinate stakeholder and community meetings Implement Community Engagement RADAR Develop communications strategy			
2.4 Refresh impact assessment training	March 2008	Training Manager	Identify diverse group of staff, managers to receive training to give guidance for carrying out effective assessments. This will include prompts, questions, data and research sources to be considered.			

Objective 3 – Monitoring policies and functions for adverse impact

Key Task	Timescale	Responsible Officer	How will this be achieved?	Progress Report 2006	Progress Report 2007	Achieved Y/N
3.1 Monitor policies and functions for adverse impact	December 2006 and ongoing	As nominated in 2.1	Analyse monitoring data for any differential adverse impact on disability groups. If analysis indicates disproportional representation, address as appropriate. Adverse impact assessments will involve DLP, disabled people and management team in developing solutions. These will vary according to the impact identified and resources/ priorities at the time.			
3.2 To analyse turnover data and relate to diversity groups, including disabled people, to produce a baseline	January 2007	Head of HR	Analysis of HR database information			
3.3 To utilise information from Exit Interview data	Ongoing	Head of HR	Analysis of information collected			
3.4 To deliver monitoring target levels required by NPD	December 2006 and ongoing	Head of Performance and Information SMT	Effective collection of data. Identification of issues, patterns, trends which would be relevant to policy development Analysis of data and appropriate management action to address issues raised			
3.5 Implement monitoring of number of	December 2006	Head of Performance and Information				

disabled offenders						
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Objective 4 – Publishing the results of assessment, consultation and monitoring

Key Task	Timescale	Responsible Officer	How will this be achieved?	Progress Report 2006	Progress Report 2007	Achieved Y/N
4.1 Publish reports of the results of impact assessments, consultations and monitoring	December 2007 and annually thereafter	Communications Manager	Reports published on web site Summary reports provided annually to the Board, Disabled service users and staff consulted on variety of formats and priorities. DES published as a distinct document and actively promoted through recruitment advertising, public meetings and events, interactions with service users, LCJB and other community fora			

Objective 5 – Making sure the public have access to information

Key Task	Timescale	Responsible Officer	How will this be achieved?	Progress Report 2006	Progress Report 2007	Achieved Y/N
5.1 Ensure that Bedfordshire Probation Area maintains an open and accessible communications culture that is inclusive of all its users	Ongoing	Communications Manager	Accessible communications policy in place and implemented. Print formats in different styles.			
5.2 Review accessibility of intranet and BPA website	June 2007	Information Technology Manager	Specific accessibility objective to be built current intranet project, consulting with disabled staff. Review website			
5.3 Produce	Jan 2007	Communication	Précis of full scheme to be prepared and			

shortened, summary, scheme to brief service users, staff and stakeholders		Manager	circulated/ publicized appropriately to staff and service users.			
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Objective 6 – Training staff

Key Task	Timescale	Responsible Officer	How will this be achieved?	Progress Report 2006	Progress Report 2007	Achieved Y/N
6.1 Deliver training to managers on Disability Discrimination Act requirements and good practice	2007/8	Training Manager	Incorporate into training plan for 2007/8 Identify supplier and deliver			
6.2 Raise awareness and ensure staff knowledge of working with disabled colleagues and offenders, including impact of hate crime	2007/8	Training Manager	Diversity Week in 2007 with specific focus on variety of disability issues, including dyslexia and mental health awareness. Regular information updates on BPA web site, with links to specific advice on EPIC Articles published in CONNECT to celebrate and promote good practice			
6.3 Review Valuing Diversity training supplier	March 2006 November 2007	Training Manager	Supplier in place for 2007/8 Ensure backlog of staff mandated for training is cleared			
6.4 Ensure disabled staff have appropriate access to training and development activities, including those which are preparatory for	March 2008	Training Manager	Ensure that venues, timings, publications and materials are fully inclusive. Make all reasonable adjustments necessary to facilitate disabled staff attendance.			

management						
6.5 Revised induction processes	April 2007	Head of HR	Include session on diversity awareness, including disability			

Objective 7 – Meeting the specific duties for employers – monitoring employment

Key Task	Timescale	Responsible Officer	How will this be achieved?	Progress Report 2006	Progress Report 2007	Achieved Y/N
7.1 To aim for a workforce which is proportionately representative of the local disabled population	2009	Head of HR	Achieve √√ status by the end of 2007 Ensure external recruitment encourages applications from under represented groups and uses accessible and diverse media			
7.2 Report on buildings accessibility	January 2007	Head of Business Development	Report to SMT			