

WALES CRC EQUALITY OBJECTIVES & ACTION PLAN 2016/17

Wales CRC have 4 main objectives for 2016-17:

Objective 1: To ensure our systems, processes and procedures work towards eliminating discrimination for our staff and service users

Objective 2: To embed and promote equality in the organisation to ensure that due regard can be demonstrated across all functions and the impact can be measured.

Objective 3: To recruit, retain, and deploy a diverse workforce who are informed, understand and kept up to date about equality legislation and compliance.

Objective 4: To ensure that the provision of service delivery to offenders is not discriminatory and provides equality of access, fosters good relationships and facilitates advancement of opportunity.

Objective 1: To ensure our systems, processes and procedures work towards eliminating discrimination for our staff and service users.					
Ref	Aim	Action	Target	Owner	Progress
1.1	To ensure that Equality considerations and non-discriminatory practices are embedded in systems, processes and procedures	1.Promote and support the completion and review of equality assessments	Q1 and Q2	Welsh Language& Equalities Coordinator(WL&EC)	
		2. Transformational leads to undertake equality assessments on new systems, processes and procedures being developed	Q1-Q4	Designated lead/ functional lead	
		3. Promote and support the capture and implementation of actions to remedy/ mitigate discriminatory practice	Q1-Q4	WL&EC	
		4. Prepare a schedule for audits of equality assessments/ systems, processes and	Q1	WL&EC	

		procedures to take place.		WL&EC	
		5. Encourage Equality and Welsh Language forum to discuss, review and inform action	Q1-Q4		
1.2	To ensure our Equality Data is robust and can help drive our work towards eliminating discrimination	1. Continue to monitor and review reporting to ensure it remains aligned to Wales CRC and contract requirements.	Q1-Q4	WL&EC	
		2. Monitor staff and service user data against local and national demographics to ensure that our services are delivered fit for purpose for all and tailored as required to meet the needs of those with protected characteristics to ensure that they are not disadvantaged in any way	Q2/ Q4	WL&EC	
		3..Consult with relevant protected groups in addition to analysis of internal data collated.	Q3	WL&EC	
1.3	Ensure staff are not subject to discrimination	1. Monitor practices for staff to report concerns in relation to discrimination, bullying and harassment.	Q1-Q4	WL&EC	
		2. Monitor any areas of risk regarding potential discrimination	Q1-Q4	WL&EC	
		3. Reinforce anti-bullying/discrimination campaign	Q1-Q4	WL&EC	
		4. Ensure this remains a high priority across the organisation and is a regular agenda item throughout the transformation and embedded within Wales CRC culture		Probation Director/ WL&EC	

Objective 2: To embed and promote equality in the organisation to ensure that due regard can be demonstrated across all functions and the impact can be measured.

Ref	Aim	Action	Target	Owner	Progress
2.1	To ensure that the Equality & Welsh Language Forum meet quarterly and discusses Equality issues, suggests improvements and makes recommendation for change	1. Welsh Language & Equalities Coordinator to arrange meetings for 2016/17	Q1	WL&EC	
		2. Successfully embed the new combined forum and ensure terms of reference remain relevant and attendees remain engaged.	Q1	WL&EC	
		3. Monitor and report on relevant issues/topics for discussion.	Q1-Q4	WL&EC	
		4. Minutes to be circulated to the forum and key discussion points to be promoted to Wales CRC.	Q1-Q4	WLEC	
2.2	To proactively promote and support compliance with the public sector Equality Duty	1. Publish guidance on the Equality duty on the intranet, including information on protected characteristics and on dealing with protected groups sensitively and without prejudice	Q1	WL&EC	
		2. Evidence good practice to inform, and as a result of professional practice.	Q1-4	WL&EC	
		3. Embed in future induction processes	Q1-4	WL&EC	
		4. Identify any required interventions for the organisation as a result of data/transformation activity	Q1-4	WL&EC	
		5. To exchange good practice at equality networks e.g. National Equality Development Group, Equality and Human Rights Commission	Q1-4	WL&EC	

2.3	Improve engagement with people with disabled services users/ employees	1. Record, monitor and report on reasonable adjustments	Q2 & Q4	WL&EC	
		2. Support engagement and dynamic management/ response for disabled staff and service users	Q1-Q4	WI&EC, HRM & SLT	
		3. Aligned to transformation consider implementation of two ticks positive about disability accreditation	Q4	WL&EC	

Objective 3 : To recruit, retain and deploy a diverse workforce who are informed, understand and are kept up to date about equality legislation and compliance

Ref	Aim	Action	Target	Owner	Progress
3.1	To monitor, record, report and support workforce diversity through transformation	1. Analyse and monitor Equality statistics quarterly to identify the diversity profile of employees, outline trends and inform recommendations to support the development of a diverse workforce	Q1-Q4	WL&EC	
		2. Identify and disseminate good practice guidance to support functional leads with advancement of equality of opportunity e.g. succession planning, training participation i.e. encouraging under-represented groups to apply for management development	Q3	WL&EC	
3.2	To ensure staff receive adequate training on Equality Legislation & Equality awareness	1. Identify further training needs to liaise with L&D	Q1	WL&EC	
		2. Promote a culture of respect, dignity and inclusion and run awareness exercises across Wales i.e. Respect Week	Q2-Q3	WL&EC	
		3. Identify mechanisms to measure culture and test knowledge e.g. staff survey	Q3	WL&EC	

3.3	To provide support and guidance to inform staff on Equality issues or changes in legislation	1. Prepare and publish weblinks, notes and guidance documents to fulfil aim	Q1-4	WL&EC	
		2. Identify training needs or requirements identified as part of Equality Audits	Q1-4	WL&EC	
Objective 4: To ensure that the provision of service delivery to service users is not discriminatory and provides equality of access, fosters good relationships and facilitates advancement of opportunity					
Ref	Aim	Actions	Target	Owner	Progress
4.1	To ensure service users can access our services	1. Monitor the feedback received from service users	Q4	WL&EC	
		2. Check with Estates & Facilities to ensure compliance with Equality Legislation in relation to accessibility.	Q1	WL&EC	
		3. Have arrangements in place for translation/ interpretation services and monitor usage.	Q2/Q4	WL&EC	
4.2	To have interventions and programmes in place relevant for all protected groups	1. Work with the strategic lead to identify areas for improvement	Q1-Q4	WL&EC	
4.3	To ensure no groups receive disproportionately lower outcomes/service	1. Monitor complaints made by service users	Q4	WL&EC	
		2. Monitor results from Offender Management Feedback Questionnaires (OMFQ) (6 monthly)	Q2/Q4		
4.4	To work alongside service users to ensure we meet our Public Sector Equality Duty	1. Provide summary reports to Service User Engagement group on outcomes of OMFQ	Q2/Q4	WL&EC	