



COMMISSION FOR
RACIAL EQUALITY



Implementing Race Equality in Prisons

A shared agenda for change

Foreword Phil Wheatley – Director General of the Prison Service

This action plan represents a milestone for race relations in the Service, it seeks to embed the principles and policies of the Service into operational delivery. The plan has been produced by the Prison Service working in partnership with the Commission for Race Equality (CRE). It brings together work being undertaken to ensure compliance with the Race Relations (Amendment) Act 2000 (RR(A)A) through the Race Equality Scheme and incorporates lessons learned from the CRE Investigation. I have repeatedly stressed my commitment to ensuring improvements continue to be made.

This plan, which will be actively managed by the Prison Service and the CRE for the next five years covers all areas of prison life. This partnership is absolutely essential to ensure that not only is racism eradicated, but that the Prison Service becomes a beacon of good practice and an employer of first choice. It is a challenging agenda which will require staff at all levels to understand, accept and demonstrate their commitment.

I want us to be in a position where race is incorporated into everything we do. This means that at every level of the Service, our ideas, attitudes and activities routinely incorporate a race perspective and become a normal feature of our thinking.

How will we achieve this?

The action plan identifies the key areas of work to be undertaken. It is split into four sections which reflect our commitments under the (RR(A)A). It lists high level objectives, work to be undertaken together with timescales/ milestones and lead responsibility clearly set out. This will provide us with a step by step approach to ensure our vision is realised. Our monitoring systems will be enhanced to ensure we are able to effectively measure and qualify our delivery.

Race Equality Scheme

Our commitments under the RR(A)A are clear:

The Act places a **general duty** on the Prison Service, as a Public Authority, to promote racial equality. The general duty involves ensuring that our policies, service delivery and employment systems have 'due regard' to the need to eliminate unlawful racial discrimination; and promote equality of opportunity and promote good relations between persons of different racial groups. In this context 'due regard' means, how relevant any policy or function is to the general duty.

How will the Prison Service ensure compliance?

We will ensure through monitoring that those with responsibility for the development of business plans and policies systematically identify the consequences of a proposed plan or policy on different ethnic groups as a matter of course and address any negative outcomes as the plan or policy is developed. This includes taking into account the complex relationships between different ethnicities, understanding the different circumstances in which they operate and valuing their difference and diversity. For staff looking after prisoners mainstreaming race means

ensuring that this commitment is carried forward into service delivery.

Taking forward learning from the CRE Investigation

Our commitment to race equality will not stop at mere compliance with the general duty. For our vision to be realised, and for real change to take place, it is essential that we learn and take appropriate actions from the CRE Investigation. As Director General I am determined that we will build excellent race relations into all our work.



Phil Wheatley

Foreword

Trevor Phillips – Chair of the Commission for Racial Equality

This Action Plan is the joint product of a new working relationship between HM Prison Service and the CRE. I am especially grateful to the Director General, Phil Wheatley for his determination and leadership in the search for practical answers to the challenges faced by the Service. Those challenges are several and growing; and how we all respond matters crucially, both for prisons and for the wider community.

The impetus for this Action Plan arises from the Commission's formal investigation into HM Prison Service of England and Wales. The report of the formal investigation necessarily focused on historical events. But this Action Plan is a commitment to the future. I feel confident that the current management of the Prison Service is committed to reform, for the simple reason that since the events we detail in our formal investigation, much has already changed.

As an employer, the Prison Service has increased its representation of ethnic minority staff from 2.9% to over 5% in four years. The Prison Service and the Prison Officers' Association are leaders in the battle against political racism, taking a robust public stand against

organisations deemed to be racist. We welcomed their decision in 2001 to outlaw membership of the National Front and the British National Party amongst Prison Service staff. Small steps on the ground can have an enormous significance to the life of ethnic minority prisoners. In YOI Feltham, one of the prisons reported on in the formal investigation, the prison's Friday routine was altered to enable Muslim prayers to take place at the correct time; the Chaplaincy team now has a full time Imam and the prison has new washing and prayer facilities. I am confident that if this Action Plan is implemented with will and enthusiasm we can build on such work and deliver better outcomes across the Prison Service.

Both the process of working with the Prison Service and the progress we have seen has enabled the Nominated Commissioners to be confident in suspending the decision on whether to issue a Non-Discrimination Notice.

We cannot afford to fail. For prisons, race equality is of increasing importance every day. Last year nearly one in four of the 71,000 prisoners in England and Wales was from an ethnic minority, compared to one in eleven of

the whole population. That disproportion is growing. Between 1999 and 2002, the total prison population grew by just over 12%. The number of black prisoners shot up by 51.4%. But this is not just a matter for those charged with the management of prisons. This report raises concerns for our entire society, because it is clear that imprisonment itself is becoming a defining experience for some ethnic minority groups; and if that experience is also marked by exclusion and racism, the price will be paid by society as a whole. The possession of a degree and three years of campus life offers new opportunities and fresh horizons to an increasingly large proportion of the British people. For some communities, however, it is not education but incarceration which is starting to shape their collective experience.

Last year, there were more African Caribbean entrants to prisons in England and Wales (over 11,500) than there were to UK universities (around 8,000). For every African Caribbean male on campus, there were two in jail. And even taking all ethnic minority communities into account, the average non-white Briton was almost three times more likely than a white Briton to enter jail rather than higher education.

In the light of these figures the responsibility on the Prison Service to work for an environment which is free of the stain of racism and inequality is truly awesome. The Service works against a background of rising numbers, strained resources and sometimes unjustified public scepticism. But we believe that the whole of society will benefit from a better, more equal regime in prisons which takes full account of the diversity of the inmate population. That is why the CRE is committing itself to a five year partnership for reform with HM Prison Service. In the end greater equality, and increased professionalism is our joint goal. Achieving the targets set out in this Action Plan will be the sign that we are on our way to success.



Trevor Phillips

Race Equality Action Plan

This Action Plan arises from the Prison Service and CRE's shared desire for change following the conclusion of the Formal Investigation into racism in the prisons of England and Wales. This Plan will change the way the Prison Service addresses race equality and will ensure that it becomes integral to all that the Service does. The Plan provides a single point for the strategic direction of race equality work within the Prison Service.

This Action Plan sets out the work which the Prison Service will undertake to meet its deep commitment to race equality. It has been developed through close consultation with the CRE. The Plan identifies the key areas of work to be undertaken and reflects the Prison Service's commitments under the Race Relations Act 1976, as amended by the RR(A)A.

The RR(A)A requires the Prison Service to meet the general duty to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between people of different racial groups. The Prison Service's Race Equality Scheme sets out how the Service will meet this general duty and the specific duties that underpin the general duty. This Action Plan is aligned with the components of the Race Equality Scheme and is presented in a format that is focused on operational delivery. In time this Plan will replace the existing Race Equality Scheme to be the vehicle for delivering race equality in the prisons of England and Wales.

This Action Plan is a 'live' document. It will be continuously updated in line with progress made by the Prison Service. The Plan presents a long-term strategy for the promotion of race equality within the Prison Service. Each of the sections focuses on ensuring the structures and processes for delivering race equality are robust, and contain additional race equality measures – a race 'plus' factor - to accelerate the rate of change in key areas to ensure the success of the mainstreamed approach.

The structure of the Action Plan is in four parts covering the areas of:

- › Policies and Standards (Section 1)
- › Performance Improvement (Section 2)
- › Employment, Staff Development and Training (Section 3)
- › Reporting and Monitoring Progress (Section 4)

For each section a small number of critical objectives (High Level Key Deliverables) have been identified with a designated Delivery Owner at Director level. To underpin delivery of these objectives, Key Action Points have been listed with timescales/milestones and lead responsibility clearly set out.

Progress will be closely monitored by the Prison Service Management Board and reported regularly to the CRE.

Section One

Policies and Standards

Race equality is a core standard for the Prison Service which must permeate everything that it does. We will ensure that all aspects of current and future policy and all documentation issued by the Service (including Information, Instructions, Guidance and Standards) take full account of race equality issues and promote good race relations.

This Section sets out the Key Deliverables and Action Points which will ensure that the Service has effective arrangements in place to:-

- › Identify and assess policies for relevance to race equality
- › Assess the impact of policy and processes on race equality across the Service
- › Monitor policy delivery for adverse impact on race relations
- › Ensure accessibility of information and services to all ethnic groups
- › Training.

In line with the Service's obligations under the RR(A)A we will:

1. carry out an assessment of the functions and activities likely to impact upon race equality; and
2. put in place arrangements for assessing and consulting on the formation and development of policies likely to impact on race equality.

The Prison Service already has arrangements in place to monitor employment practice and aspects of service delivery within individual establishments and centrally across the Service. The actions outlined in Section 2 (Performance Improvement) will ensure improved, rigorous and robust systems are in place to report, process and analyse data.

The Prison Service is committed to ensuring that it provides information and services that meet the needs of Black and Minority Ethnic (BME) groups and recognises that services must be accessible and benefit all users equally. Where discrepancies in service provision are identified, the Prison Service is committed to taking remedial action.

High Level Key Deliverable One

Develop robust systems to assess and review all Prison Service functions and activities through its policies and standards to ensure delivery of the general duty as set out in the RR(A)A.

- DEPUTY DIRECTOR GENERAL

Key action points

Identify and prioritise all Service functions, policies and standards for race equality review

- December 2003 - December 2004

- Diversity and Equality Group (DEG)
- Planning Group

Agree framework and develop guidance for review setting out process, consultation and timescales. Complete high priority policy reviews to include PSO 2800 Race Relations and Equal Opportunities Standards

- January - March 2004

- DEG
- Planning Group

Implementation and completion of remaining review process to agreed timescales

- April 2004 – March 2005

- DEG
- Planning Group

All proposals to OPG for new/revised policy to incorporate race equality assessment following consultation with DEG

- January 2004

- DDG (Chair of OPG)

High Level Key Deliverable Two

Establish effective systems to monitor policy outcomes/delivery for adverse impact on Race Equality and assure accessibility of services and information for all ethnic groups

- DIRECTOR OF PERSONNEL

Section One - Policies and Standards

Review of Procurement arrangements to identify opportunities and incentives for the delivery of good race relations by contractors through performance measures/contract management requirements

- January - March 2004
- Procurement Group
- › Review of arrangements
- › New contracts to include specific race equality measures where applicable

Ensure all functions and policies assessed as relevant to race equality are supported by arrangements to monitor any adverse impact/accessibility issues and to take remedial action where necessary

Note: Link to development of improved monitoring data at Local and National level (Section 2 High Level Key Deliverables 4, 5 and 6)

- January - May 2004
- DEG
- › Monitoring arrangements for relevant functions/policies to be identified
- June 2004 onwards
- › Quarterly review reports prepared for review by PSMB

PSMB to assess performance against the Action Plan and undertake minuted quarterly reviews of race equality data and record action taken where adverse impact is identified

- April 2004 onwards
- Secretariat
- DEG

Provide guidance and training to policy leads in the Impact Assessment process, incorporating race into policy and service delivery

- By March 2004
- DEG

High Level Key Deliverable Three

Ensure functional capability is built into new IT systems for prisoner management (PRIME) and Personnel Management to enable effective data collation and analysis to support monitoring of impact of policies on BME prisoners and on BME staff

- DIRECTOR OF OPERATIONS
- DIRECTOR OF PERSONNEL

Section 2

Performance Improvement

The Prison Service is absolutely committed to ensuring race equality and delivery of good race relations in all aspects of our work. We will ensure that race issues are addressed in all parts of our business – and promote race equality as a core standard and essential ingredient for running a successful prison. Furthermore, we recognise the importance of ensuring that we have robust systems in place to monitor all Prison Service policies for any adverse impact on the promotion of race equality both at national and establishment level. This is not only our duty under the RR(A)A, but essential if we are to continue improving our performance.

We believe that the drive to ensure that the Prison Service treats prisoners with decency is linked inextricably with treating BME prisoners decently. We therefore aim to harness the existing programme of Performance Improvement (Benchmarking) across the Service to help drive and motivate improvements in the area of race relations.

There is a need to manage race issues so that they form an integral part of our performance system. We will thus develop a sophisticated basket of measures to assess the performance of establishments with regard to race equality issues for prisoners and visitors, and separately race equality issues for staff. We will ensure that race equality is highly weighted within our Performance Management system

and receives a consistently high level of managerial attention. This will drive improvement, accelerate change and deliver significantly better outcomes across the estate.

The Key Deliverables and Action Points set out in this section will ensure that race equality is integrated and 'mainstreamed' within the management, operation and day-to-day work of the Prison Service.

High Level Key Deliverable Four

Develop a Key Performance Target for Race Equality (Operational Delivery) which is consistent with the RR(A)A to incorporate the following measures (as a minimum):-

- Prisoner Ethnic Monitoring data outcomes
- Race Relations Management Audit score
- Substantiated/unsubstantiated racial incidents (prisoners/visitors)
- Prisoner survey outcomes
- Visitor survey outcomes

- DIRECTOR OF OPERATIONS

Key action points

Develop revised mandatory requirements for prisoner ethnic monitoring in line with RR(A)A at establishment level to include monitoring of treatment/access to facilities and range setting. To incorporate:-

- > Regime activities
- > Location/accommodation
- > Adjudications/punishments
- > Segregation/disciplinary transfer
- > Complaints
- > Privilege levels
- > Use of force
- > Recategorisation
- > ROTL
- > HDC

- January – March 2004
- > Review current arrangements
- May 2004
- > Issue revised mandatory requirements
- September 2004
- > Full Implementation

• DEG

Develop IT capability to enhance data analysis and monitoring. Specifically:-

Standard IQ format for LIDS
Traffic light system for range setting to monitor performance and highlight areas of under performance

- January – March 2004
- > Trial in 3 prisons
- April 2004
- > Pilot in cross section of establishments
- April 2005
- > National Roll out

• Planning Group
• DEG

Section Two - Performance Improvement

Redesign Racist Incident Reporting Form to explicitly record outcomes (substantiated/unsubstantiated incidents)

- January – March 2004
- › Redesign form. Trial in 3 prisons
- April 2004
- › Pilot in cross section of establishments
- April 2005
- › National roll out

- DEG

Add additional measures to the MQPL (Measuring Quality of Prison Life) survey to cover race equality issues, including a visitors survey

- January – May 2004
- › Develop surveys/trial in 3 establishments
- June 2004 – July 2005
- › Pilot in cross section of establishments
- August 2005
- › National roll out as part of scheduled establishment audits

- Standards Audit Unit (SAU)
- DEG

Project Group to be established to:-

- › Develop a range of interventions to challenge the racist attitudes/behaviour amongst prisoners

- January - May 2004
- › Pilot Completed. Preparation of Business Case

- DEG

High Level Key Deliverable Five

Develop a Key Performance Target for Race Equality (staff) which is consistent with the RR(A)A to incorporate the following measures:-

- Staff race equality audit score
- Substantiated racial incidents (staff)
- % BME staff
- % BME staff in prisoner contact roles

- DIRECTOR OF OPERATIONS

Key action points

Develop a revised mandatory requirement in line with the RR(A)A for staff ethnic monitoring at establishment level across a range of personnel indicators to be considered locally by Equal Opportunities Committees. To incorporate:-

- > Recruitment/employment applications
- > Retention (including exit interviews)
- > Staff breakdown (by grade/discipline/specialism/geographical area)
- > SPDR markings
- > Promotion/temporary promotion
- > Transfers
- > Grievances
- > Attendance management procedures
- > Investigations
- > Disciplinary proceedings and outcomes
- > Training

Develop a new Staff Race Equality Standard and Audit Module (from EO Standard), to provide clarity of role/responsibility for RRMTs and EOCs.

- | | |
|--|---|
| <ul style="list-style-type: none"> • January – May 2004 > Development of proposals/draft PSO • June 2004 – March 2005 > Pilot arrangements • April 2005 > National roll out | <ul style="list-style-type: none"> • DEG • Personnel Management Group (PMG) |
| <ul style="list-style-type: none"> • January 2004 – March 2004 > Trial in 3 establishments • April 2004 – March 2005 > Pilot in cross section of the estate • April 2005 > National roll out as part of scheduled establishment Audit | <ul style="list-style-type: none"> • Planning Group • SAU • DEG |

Issue written guidance on incorporating race issues into business plans through the race quality Impact Assessment process

- Guidance to be issued by March 2004
- DEG

Project Group to be established to:

Review scope for the use of mediation and other intervention strategies for staff/prisoners. Options to address racial complaints and racist behaviour

- January - March 2004
- DEG
- › Establish scope of work with realistic timescales
- Report in 2004/05 to agreed programme timescales

High Level Key Deliverable Six

Develop central HQ monitoring systems, in line with our commitments under the RR(A)A to analyse overall outcomes for BME prisoners for all functions

- DIRECTOR OF OPERATIONS

Key action points

Develop arrangements for routine HQ central monitoring, in line with the RR(A)A of Key Performance areas for prisoners and staff to incorporate:-

Prisoners:

- › Parole
- › Categorisation
- › Temporary release
- › HDC
- › Adjudications

Staff:

- › Recruitment
- › Staff in post (by grade/discipline)
- › Retention (by grade/discipline)
- › Promotion/IDS
- › Appraisal outcomes/performance recognition
- › Grievances (by grade/discipline)
- › Access to Training
- › Investigations/disciplinary proceedings and outcomes

- January – March 2004
- DEG
- › Identify key performance areas and review data systems
- › Establish data collection arrangements
- March – May 2004
- › Collate and analyse data streams
- › Establish reporting format
- June 2004
- › Quarterly reports produced for review by PSMB

Section Two - Performance Improvement

To ensure recommendations on race equality contained in reports from external bodies, in particular: Her Majesty's Chief Inspector of Prisons; the Independent Monitoring Board and the Prisons and Probation Ombudsman are properly followed up

• On Going

- Area Managers/
Governors
- DEG

High Level Key Deliverable Seven

Incorporate Race Equality as a core component of the Performance Improvement (Benchmarking) programme

- DEPUTY DIRECTOR GENERAL

Key action points

To ensure all Performance Improvement Plans include a core component for race equality

• On Going

- Area Managers

Section Three

Employment, staff development and training

The Prison Service will meet the specific duties as required by the RR(A)A with regard to Employment. We will ethnically monitor staff in post; staff promotion; staff leavers; the Staff Performance and Development System; applicants for employment and training; grievance procedures; and staff subject to disciplinary procedures.

The Prison Service is committed to achieving a representative workforce in BME which employees are properly represented across the organisation and at all grades. Getting race equality right within employment will help the Prison Service to recruit and retain the best employees from all communities.

We know that we need to do more to attract BME staff to work in the Service and to retain them, and we recognise that whilst we have done well in terms of recruitment and retention in some areas (such as London) this is not replicated across the country. This is particularly true for staff in direct contact roles with prisoners and this is something we must change.

It is also acknowledged that we need to do more to improve our performance in Staff Training and Development. We have already undertaken a comprehensive Review of Race and Diversity Training and will ensure that lessons from this are fully implemented. Training on Race and Diversity will be

mainstreamed to form an integral part of all Staff Training and Development across the full range of courses provided for staff. We will ensure that the requirements of the RR(A)A are fully adhered to and that information on the general and specific duties of staff with regard to race equality will be built into our training framework and communicated to staff.

Robust monitoring which will be presented to the Prison Service Management Board will provide a clear picture of progress with regard to Employment, Staff Training and Development. Emerging problems will be identified early to enable effective remedial action to be taken.

The Key Deliverables and Action Points set out in this section will ensure that race equality is paramount within our employment practice and integral to our Staff Training and Development framework.

High Level Key Deliverable Eight

To meet or exceed all specific duties and requirements on employment set out in the RR(A)A and ensure equality of opportunity is delivered in all aspects of employment in the Prison Service

- DIRECTOR OF PERSONNEL

Key action points

Complete race equality review of Prison Service Employment practice/procedures and implement outcomes

- Review complete March 2004
- Implementation plan roll out from April 2004
- PMG
- DEG

Develop effective HQ Personnel monitoring systems to analyse progress on key employment issues for BME staff and produce quarterly reports for review by PSMB. To include:

- > Recruitment
- > Staff in Post (by grade/discipline)
- > Retention, including exit interviews (by grade/discipline)
- > Promotion/IDS
- > Access to Training
- > Appraisal Outcomes/Performance Recognition
- > Grievances (by grade/discipline)
- > Disciplinary proceedings and outcomes

- January 2003 – March 2004
- > Identify key performance areas and review data systems
- > Establish data collection arrangements
- March – May 2004
- > Collate and analyse data streams
- > Establish reporting format
- June 2004
- > Quarterly reports provided for review by PSMB
- PMG
- DEG

To develop effective practice guide (Recruitment/Retention) and establish central support mechanisms for area led recruitment targeting BME communities

- June 2004
- PMG

To review recruitment and retention of BME candidates on Intensive Development Scheme (IDS) and develop strategies for improving performance

- January 2004 – April 2004
- > Review complete
- > Strategy implemented
- > Monitor progress
- PMG

Section Three - Employment, staff development and training

To ensure that the standards required of Prison Service staff with regard to race equality and diversity are made explicit in Professional Standards documentation and are routinely addressed in relevant written and verbal briefing at all levels in the Service

- January 2004 - On Going

- DDG

High Level Key Deliverable Nine

To increase the proportion of staff from minority ethnic groups to achieve a representative workforce by 2009

- DIRECTOR OF OPERATIONS

Key action points

Issue revised Performance Targets for each Area/Function by establishment and monitor progress on delivery (monthly)

- Target issued by January 2004
- Delivery from April 2004

- DEG
- PMG
- Director of Operations

High Level Key Deliverable Ten

To ensure effective training incorporating race equality issues (including requirements of the RR(A)A) is developed and delivered to employees and contracted staff on the basis of learning need

- DIRECTOR OF PERSONNEL

Key action points

To implement outcomes of the review of Race & Diversity Training to ensure staff attend training relevant to their working environment and learning needs which incorporates the requirements of the RR(A)A. Specific focus to be given to management training with race equality issues being a core component in all course delivery

- January - May 2004
 - › Implementation of Review outcomes
 - › Ensuring all training courses incorporate a race equality component
- January - May 2004
 - › Progress report quarterly to PSMB to include progress/ levels of Training delivered

- Training and Development Group (TDG)
- DEG

Section Three - Employment, staff development and training

Provide guidance to staff clarifying how Race & Diversity Training will be delivered and requiring all managers to review the learning needs of individuals as part of the SPDR process and record how these will be addressed through training

- Guidance to be issued by June 2004
- DEG
- PMG

High Level Key Deliverable Eleven

To maintain impact of race equality training within a generic mainstreamed programme through a dedicated Quality Assurance process

- DIRECTOR OF PERSONNEL

Key action points

To roll out Quality Assurance processes for all courses involving external moderators to incorporate review of Race and Diversity Training delivery within the mainstreamed generic programme

- January - March 2004
- TDG
- › QA systems established
- › Roll out for all courses from April 2004

To undertake an annual review of training delivery across all courses to assess quality/level of delivery, staff participation coverage: areas for improvement and outcomes

- Annual from 2004/05
- TDG

To develop a specific Race & Diversity package and Refresher Course for staff identified as having specialised learning requirements

- Sept 2004
- TDG

To produce information leaflets setting out the responsibilities and rights of staff and prisoners under Equal Opportunities Legislation and ensure effective distribution

- March 2004
- DEG

Section Four

Monitoring and reporting progress

The Prison Service is committed to an open approach to race equality which will be fully reflected in arrangements for consultation, access to information and in reporting outcomes and progress.

The PSMB has responsibility for ensuring delivery of our Race Equality Scheme and is directly accountable for progress and outcomes. Monitoring mechanisms and reporting systems will be in place to ensure that progress can be tracked effectively, and effective consultation processes will operate to support PSMB in meeting its responsibilities.

This section sets out the Key Deliverables and Actions Points which will ensure that the Prison Service fully meets the requirements of the RR(A)A. We will ensure access to information and services are provided in a manner that promotes race equality and we are committed to reporting on performance against this Action Plan to the CRE.

High Level Key Deliverable Twelve

To develop effective systems at national and establishment level to monitor progress on race equality ensuring compliance with the RR(A)A and taking remedial action to address difficulties

- DIRECTOR OF PERSONNEL
- DIRECTOR OF OPERATIONS

Key action points

Quarterly report to PSMB to include analysis of data/progress and Traffic Light Review of overall progress against Key Deliverables

- Quarterly reports from June 2004
- Race Equality Advisor
- > Actions arising to be recorded in PSMB minutes

Section Four - Monitoring and reporting progress

Clarify and reinforce role and responsibility of Senior Management Teams (SMTs) and RRMTs to review race equality delivery and ensure remedial action to address difficulties implemented where required

- March 2004
 - › Written clarification of role/responsibilities of SMTs/RRMTs
- October 2004
 - › Revised Race Relations standard/Equal Opportunities Standard issued following piloting
- Director of Operations
- DEG

To produce and publish an account of race equality work within the Prison Service as part of its Annual Report. The account will incorporate:-

- › Progress on implementation of Race Equality Action Plan
- › Performance against Key Indicators
- › Summary of outcomes from assessment/review of policies for adverse impact
- › Summary of Race Equality Scheme initiatives/work in hand
- › Plans for future work

- Initial Report to be incorporated in Annual Report for 2003/04
- Race Equality Adviser
- Planning Group

High Level Key Deliverable Thirteen

To develop improved arrangements for consultation on race equality issues to include:

- Race Equality Working Group (national)
- Community Involvement consultation by RRMTs
- Prisoner input (extension of MQPL survey)
- Staff surveys at area level
- Director General's Advisory Board
- DIRECTOR OF PERSONNEL
- DIRECTOR OF OPERATIONS

Key action points

Establish Race Equality Working Group under the Chair of the Prison Service Race Equality Adviser to act as an advisory/consultation body supporting PSMB. Formal Terms of Reference to be agreed with specific remit to consider any potential adverse impact of policies/practice on BME groups

- January 2004
 - › Formal TOR issued
- April 2004
 - › Reference Group fully operational
- Race Equality Adviser

Section Four - Monitoring and reporting progress

To enhance establishment RRMTs through:

- > Participation of BME prisoner representatives on all RRMTs
- > Involvement of external community groups on RRMTs

- January – March 2004
 - > Review existing provision
 - > Issue guidance instruction on revised arrangements
- April 2004 – March 2005
 - > Roll out/monitor progress
- DEG
- Director of Operations

Develop:-

- > Specific MQPL survey to cover race equality issues for prisoners (with Cambridge Institute for Criminology)
- > Additional specifications for the Staff Survey Team to develop a race equality survey for use by areas.
- > Formal mechanisms for reporting feedback from RESPECT members at area level

- January – June 2004
 - > Develop and trial additional survey tools
- June 2004
 - > Pilot linked to:-
 - SAU visits to establishments
 - Staff area survey implementation
 - Protocols agreed with RESPECT for Area feedback
- June 2004
 - > National Roll out
- SAU
- PMG
- DEG

High Level Key Deliverable Fourteen

To report and publish race equality outcomes and performance against this Action Plan to the CRE and to the wider public

- DIRECTOR OF PERSONNEL

Key action points

Quarterly reports to the CRE to be produced on delivery of Action Plan commitments

- April 2004 onwards
- Race Equality Adviser

Develop a Prison Service Website to contain summary of race equality work being undertaken by the Prison Service and to record progress

- COMPLETED
- DEG
- > Website in place
- > Updates ongoing

Glossary of Terms

(including explanations where applicable)

- BME** Black and Minority Ethnic
- CRE** Commission For Racial Equality
- DG** Director General
- DDG** Deputy Director General
- DEG** Diversity & Equality Group
Policy group based at HQs with responsibility for diversity and equality issues.
- EO** Equal Opportunities
- EOC** Equal Opportunities Committee
Every prison establishment has its own EOC chaired by the Equal Opportunities Officer. The role of the committee is to develop local equal opportunities strategies and to monitor performance to ensure implementation of the Prison Service's equal opportunities policies. This work is carried out in liaison with the RRMT.
- HDC** Home Detention Curfew
Under the HDC scheme prisoners serving sentences between 3 months and under 4 years, who are not subject to any of the statutory exclusions and who pass a risk assessment may be released up to 135 days early to spend the final part of their sentence under electronic supervision.
- HQ** Prison Service Headquarters
- IDS** Intensive Development Scheme
An internal fast-track promotion scheme.
- IT** Information Technology
- LIDS** Local Information Database System
System used in establishments to record key information on prisoners. The LIDS system downloads information on to IIS (Inmate Information System), which is used at HQ.

- MQPL** **Measuring the Quality of Prison Life**
Survey designed by the Cambridge Institute for Criminology in order to gauge how Prison Service policies impact on prison life.
- OPG** **Operational Policy Group**
A sub-committee of the Prison Service Management Board which considers the operational impact of all new or revised policies.
Chaired by the DDG and attended by the Director of Operations, a representative from Legal Advisors Branch, and five nominated Area or Operational Managers. The Director and Head of Group responsible for policy issues under consideration also attend.
- PMG** **Personnel Management Group**
Have overall responsibility for staff matters. PMG form part of the Directorate of Personnel in HQ.
- PRIME** **Prisoner Records and Integrated Management Environment**
An IT system designed to introduce a new management and information system to replace LIDS and IIS (Inmate Information System).
- PS** **Prison Service**
- PSMB** **Prison Service Management Board**
Comprising of all the Prison Service Directors, supports the DG in the day-to-day management of all the different aspects of the Service.
- PSO** **Prison Service Order**
Long-term directive document containing policy and processes and their underpinning mandatory requirements, rules etc.
- QA** **Quality Assurance**
- RESPECT** **Support network for BME staff**
- ROTL** **Release On Temporary Licence**
Under ROTL there are 3 types of licence that a prisoner can be released on. These are facility, compassionate and resettlement licence. Any prisoner released on ROTL will be subject to a stringent risk assessment before release is approved.

Facility licences enable eligible prisoners the chance to participate in; training, employment, educational and community service or for official purposes such as attending civil court proceedings.
Compassionate licence can only be granted where the prisoner has exceptional personal reasons falling within one of the specified categories i.e. visits to dying relatives, marriage or religious ceremonies.

Resettlement licence is to help prisoners reintegrate back into the community and maintain family ties.

RR(A) Race Relations (Amendment) Act 2000

RRMT Race Relations Management Team

Every prison establishment has its own RRMT, chaired by either the Governor or Deputy Governor. The role of the RRMT is to develop local race relations strategies and to monitor performance to ensure implementation of the national race relations policy. This work is carried out in liaison with the EOC.

SAU Standards Audit Unit

Conduct a continuous rolling programme of auditing prison establishments and HQ groups against specific standards. Findings are incorporated into a report and form the basis of a prison/group-specific action plan.

SMT Senior Management Team

Each establishment and HQ group has an SMT chaired by the Governor or Head of Group. The role of the SMT is to support the Governor or Head of Group in the day-to-day running of the prison/group and to feed back developments to staff.

SPDS Staff Performance & Development System

Annual reporting system for all Prison Service employees.

TDG Training and Development Group

Responsible for all the Prison Service training policies.

TOR Terms of Reference