

Public Sector Equality Duty 2023-24

Public Sector Equalities Duty Report
including Equalities Objectives

January 2024



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Equality Duties Report

YJB's Statement of Commitment to Equality, Diversity, and Inclusion

The YJB is committed to put equality, diversity, and inclusion at the heart of everything we do. We recognise and celebrate difference and seek to embed this into our core values and organisational culture. We want to go beyond what the law requires of us and be seen as an exemplar to others in both England and Wales. This includes all those who we work with, those we support, those we seek to influence and those we hold to account.

Our Vision is for a Child First Youth Justice System that sees children as children, treats them fairly and with respect and helps them to build on their strengths so they can make a constructive contribution to society. This will prevent offending and create safer communities with fewer victims. We will achieve this by promoting and embracing equality, diversity, and inclusion. In preventing offending, we want to create a system where children:

- Are respected as children and have their rights upheld.
- Are fully included and engaged.
- Reach their potential.
- Are kept safe and out of the justice system.

We will strive to create an organisation that values the different perspectives and skills of all our staff; that values their individual contribution and provides a working environment that is truly inclusive and free from discrimination, harassment, and victimisation.

The Youth Justice Board (YJB), is committed to equity and fairness, promoting equality and diversity in everything we do. We have continued to focus on creating an inclusive, safe, healthy, and productive working environment for our colleagues in which they can be their best selves and feel they belong, thus empowering and enabling them to deliver effectively to meet our statutory duties as an organisation.

Taking equity and equality considerations into account in our work is an important and integral part of our approach. In carrying out our functions we are required to have due regard to and achieve the objectives set out under section 149 of the Equality Act 2010 to:

- eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Equality Act 2010
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.

- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

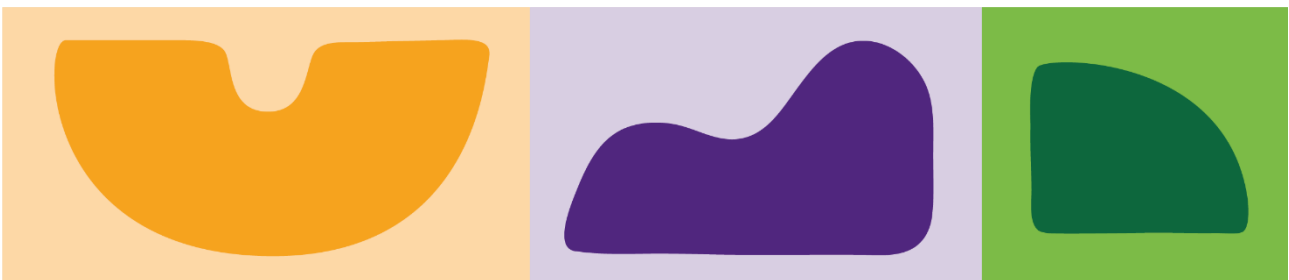
This report reflects this act and our commitment to meet these objectives.

To ensure transparency, and to assist in the performance of this duty, the Equality Act 2010 (Specific Duties) Regulations 2011 require public authorities, to publish:

- equality objectives, at least every four years (from 6 April 2012)
- information to demonstrate their compliance with the public sector equality duty (from 31 January 2012)

This report provides our equalities objectives, an action plan along with aggregated information relating to our employees. This enables us to measure progress and identify priority areas for further research and action. It shows how we carry out our statutory duty to promote and monitor equalities.

It is noted that YJB has adopted the policies of its sponsor Department, Ministry of Justice (MoJ).



YJB Equality Objectives 2023-2027

The YJB has four equality objectives and has sought to align these with those of its sponsoring department, Ministry of Justice (MOJ).

We aim to:

1. Be an anti-racist organisation: An organisation which works positively to understand the impact of racism and eliminate it internally and within the youth justice system.
2. Have an inclusive workplace: A workplace that is inclusive and flexible, where everyone is treated fairly and with respect.
3. Have a diverse workforce: a workforce that is reflective of our diverse society, at all grades.
4. Be a fair and equitable organisation: An organisation that values its workforce and champions fair and equitable treatment of its people.

We plan to achieve our objectives by undertaking these activities in the next four years.

Objective	Activities	Achievement Timelines
Anti-racist organisation	<ul style="list-style-type: none"> • Obtain Cultural Cohesive Quality Mark accreditation by 31 March 2025 • Arrange Anti-racism training for all staff by 31 March 2023 • Draft and publish an Anti-racism statement by 31 March 2024 	31.3.25 Completed 31.3.24
An inclusive workplace	<ul style="list-style-type: none"> • Achieve Disability Confident Level 2 accreditation by 31 March 2023. • Set up safe environment for staff with protected characteristics to discuss issues affecting them (Listening spaces fora) by 31 March 2023 • Launch EDI Book Club by 31 March 2023 • Promote Learning & Development opportunities for all staff on an on-going basis throughout the year. • Encourage staff to apply for social mobility schemes in parent department when advertised annually. • Promote YJB and MoJ staff network pages on a quarterly basis on all staff team channel. • Promote Mental Health Allies quarterly. • Monitor ED&I queries in Question Time and via Listening spaces for themes. 	Achieved Completed. Completed Reviewed quarterly to 31.3.27. Reviewed annually to 31.3.27. Reviewed quarterly to 31.3.27. Reviewed quarterly to 31.3.27. Reviewed monthly to 31.3.27. Reviewed quarterly to 31.3.27.

	<ul style="list-style-type: none"> • Conduct Exit interviews to establish reasons for staff leaving YJB and review quarterly. • Explore possibility of improving accessibility software available to staff by 31 March 2024 • Train accessibility champions by 31 March 2023 	<p>31.3.24</p> <p>Completed</p>
<p>A diverse workforce</p>	<ul style="list-style-type: none"> • All YJB staff to have an EDI objective by 31 March 2024. • Make sure language in Job Descriptions is inclusive by March 24. • Arrange interview panellist training by March 24. • Promote Coaching & Mentoring opportunities for all, incl PROUD mentoring scheme, Catapult mentoring scheme, EMAP programme. • Streamline induction process include follow up with new starters by 31 March 24 • Share initiatives around mental health/stress. • Set up and share a Cultural Calendar and celebrate diversity days. • Research GFIE scheme to assess feasibility of offering employment to someone with 'Lived in' experience of the Justice system by 31 March 24. 	<p>Reviewed annually to 31.3.27.</p> <p>Completed.</p> <p>Completed.</p> <p>Reviewed annually to 31.3.27.</p> <p>Completed.</p> <p>Reviewed annually to 31.3.27.</p> <p>Reviewed annually to 31.3.27.</p> <p>31.3.2024</p>
<p>A fair and equitable organisation</p>	<ul style="list-style-type: none"> • Publish Public Sector Equality Duty Report 31 Jan 24. • Draft, consult and implement a YJB Pay Policy by 31 March 24 • Draft, consult and implement an EDI Commitment Statement by 31 March 24 • Analyse Exit Interview Data to understand why people leave YJB on a quarterly basis. • Communicate senior leadership zero tolerance of Bullying and Harassment • Analyse and share/publish workforce data on a quarterly basis. • Review diversity data bimonthly • Conduct Policy workshops for managers to ensure consistency of policy application and Management of staff 	<p>31 1.24</p> <p>Completed</p> <p>Completed</p> <p>Reviewed quarterly to 31.3.27.</p> <p>Reviewed quarterly to 31.3.27.</p> <p>Reviewed quarterly to 31.3.27.</p> <p>Reviewed quarterly to 31.3.27.</p> <p>Reviewed quarterly to 31.3.27.</p> <p>Reviewed annually to 31.3.27</p>



Meeting the public sector duties

Our people

Recruitment and Resourcing

We have developed strategies in our efforts to attract, retain and develop a diverse workforce which represents the society we serve. The actions we have taken to attract a wider range of talent include promoting our vacancies throughout our diversity networks and social media as well as our standard advertising on civil service jobs and revising our job descriptions to incorporate more positive inclusive language.

In our advertising we actively encourage people with protected characteristics to apply for our posts and offer a range of family friendly and flexible benefits including working from home, localised office-based working, flexible start, and end times.

We have anonymised applications for sifting applications and participate in the Disability Confident Scheme which enables us to ensure all candidates who apply under this scheme and meet the minimum requirements of the role they have applied for are offered an interview. All roles are open to reasonable adjustments to support the recruitment process.

All members of recruitment panels must undertake civil service expectations training incorporating equality and inclusion as well as recruitment training. Interview panels consist as standard of three people and are as diverse as is practical for a small organisation, with mixed gender being a minimum requirement. We conduct most of our interviews remotely through Microsoft Teams and make sure we confirm any reasonable adjustments that are required for the interview.

Staff wellbeing measures in place

Listed below are some of the measures in place to support staff well-being.

- Stress is listed as one of the YJB's top health and safety risks on the health and safety risk register and reviewed by the health and safety committee bi-annually.
- Health and safety Stress guidance note is reviewed, promoted via our weekly internal communications, and published on the intranet to raise awareness.

- Health and Safety Lone working and flexible working guidance is regularly reviewed and promoted in the weekly internal communications and published on the intranet to raise awareness.
- Health and well-being steps for managers guide promoted and published on the intranet to raise awareness.
- YJB trained mental health allies continue to be in place to give one-to-one support to colleagues.
- Hosted “Not a Ted Talk” workshop for all staff on dealing with Work Related Stress and Burnout.
- Cross-organisational promotion of Mental Health Awareness Week, with access to various events and information designed to help with preventing poor mental health.
- Promotion of Stress Awareness Month, with access to events and information which aims to increase public awareness of stress and how to manage it.
- Regular promotion of Employee Assistance Programme – PAM Assist which offers confidential advice and support to staff on personal, social, and work-related problems.
- Publication of the Keeping Well Team and pages on the MoJ intranet providing a wide range of support and guidance to our staff.
- Promotion and awareness for staff on the Charity for civil servants – well-being support, 24/7 phone line in a crisis.
- Publication of the MoJ Diversity and inclusion pages supporting staff with a wide range of programmes, guidance, and forms.
- Monthly Coffee Roulette get-togethers with 50+ staff involved designed to create an informal non-work chat to promote well-being. Co-ordinated by the People and Organisational Development team.
- Equity Diversity and Inclusion group set up and host a series of “safe space” listening sessions to enable staff with protected characteristics and their allies to openly discuss concerns.
- The Chief Operating Officer regularly holds open group sessions with staff to enable them to air any concerns.
- Introduced and promoted an enhanced flexible working policy to support staff working in the way which best suits them whilst meeting business needs.
- Promotion of access to the government’s Access to Work support to help people get or stay in work if they have a physical or mental health condition or disability.

Workforce Data

There were 101 staff, 98.52 full time equivalent people employed by the YJB on 31st March 2023. The data presented here shows YJB's workforce by protected characteristic on 31 March 2023.

Table 1
Workforce composition by gender, ethnicity, disability, and sexual orientation.
Positive declarations only, excludes unknown values.

Total proportion of females across all grades	Total proportion of males across all grades	Total proportion of Non-Binary or Other gender across all grades	Total proportion of staff from declared ethnic minorities across all grades	Total proportion of staff with declared disabilities across all grades	Total proportion of staff declared LGBTQ+ across all grades
66%	34%	0%	20%	17%	6%

Diversity data by grade

The following tables illustrate the diversity of our workforce by grade as percentages in relation to the protected characteristics on 31 March 2023. The data shows positive declarations only. The percentages are of the total for that group for example, of the total number of 25–34-year-olds who work for YJB, 39% of them work at EO grade.

Percentages are rounded to nearest whole figure.

Table 2
Percentage of Age Group by Grade

Age	AO	EO	HEO	SEO	G7	G6	SCS
16-24	0%	100%	0%	0%	0%	0%	0%
25-34	9%	39%	17%	30%	4%	0%	0%
35-44	0%	9%	14%	41%	23%	14%	0%
45-54	0%	4%	7%	25%	46%	11%	7%
55-64	5%	14%	14%	50%	9%	5%	5%
65+	33%	0%	0%	67%	0%	0%	0%

Table 3
Percentage of Gender by Grade (Female/ Male/ Non-binary or Other)

Gender	AO	EO	HEO	SEO	G7	G6	SCS
Female	1%	24%	10%	28%	22%	10%	3%
Male	6%	9%	15%	50%	18%	0%	3%
Non-binary or other	0%	0%	0%	0%	0%	0%	0%

Table 4
Percentage of Ethnicity by Grade (ethnic minority/white/undeclared)

Ethnic minority	AO	EO	HEO	SEO	G7	G6	SCS
Ethnic minority	5%	24%	14%	38%	19%	0%	0%
White	1%	10%	12%	36%	25%	10%	4%
Undeclared	8%	54%	8%	31%	0%	0%	0%

Table 5
Percentage of Declared Disability by Grade (Disability/ No Disability/ Undeclared)

Disability	AO	EO	HEO	SEO	G7	G6	SCS
Disabled	6%	24%	12%	41%	6%	6%	6%
Not disabled	1%	10%	13%	36%	30%	7%	1%
Undeclared	6%	47%	6%	29%	0%	6%	6%

Table 6
Percentage of Declared Sexual Orientation by Grade (Heterosexual/ LGBTQ+/Undeclared)

Sexual Orientation	AO	EO	HEO	SEO	G7	G6	SCS
Heterosexual	2%	9%	14%	38%	26%	9%	3%
LGBTQ+	9%	27%	18%	9%	27%	9%	0%
Undeclared	4%	42%	4%	42%	4%	0%	4%

Table 7
Percentage of Declared Religion by Grade

Religion	AO	EO	HEO	SEO	G7	G6	SCS
Agnostic	0%	0%	0%	0%	0%	0%	0%
No religion or belief/None	0%	13%	15%	40%	28%	5%	0%
Buddhism	0%	0%	50%	0%	50%	0%	0%
Christian	0%	15%	4%	38%	19%	15%	8%
Hindu	0%	50%	50%	0%	0%	0%	0%
Muslim	0%	50%	0%	50%	0%	0%	0%
Other	25%	0%	25%	0%	25%	25%	0%
Sikh	0%	0%	0%	0%	100%	0%	0%
Undeclared	8%	33%	8%	38%	8%	0%	4%

Eliminating Bullying, Harassment, Discrimination and Victimisation (BHDV)

- Our Equality and Diversity Steering group has been refreshed. It is now our Equity, Diversity, and Inclusion Working Group with a reinvigorated membership, representing each of the protected characteristics. Members are drawn from across the organisation and across grades.
- We re-launched our Equity Diversity and Inclusion page on our intranet with easier signposting for managers and staff to access resources on understanding and tackling bullying, harassment, discrimination, and victimisation.
- We promoted the MoJ video explaining what is meant by BHDV and what policies support eliminating BHVD; sharing this widely across YJB encouraging everyone to watch it.
- We promoted a variety of routes for our staff to raise concerns either openly or anonymously. These included open door sessions with the CEO, Question Time anonymised questions, Safe Listening Spaces for staff from ethnic minorities, staff with disabilities, LGBTQ+ staff and people experiencing menopause.
- We invited an external audit of our equality diversity and inclusion approach which resulted in a substantial (highest) rating.

- We launched a new line manager toolkit to support improved management and manager skills and rolled this out through a series of workshops.
- We trained staff across all directorates as accessibility champions to better support making sure our documents and communications were accessible to all.
- We promoted our links with variety of staff groups and networks within YJB and across the wider MoJ to enable people to feel both supported and to seek advice.

Staff groups and networks

MoJ Networks:

- ABLE network (disability)
- Carers Network
- Christians in MoJ (CiMoJ)
- Frontline Staff Network
- Gender Equality Network
- MoJ Hindu Network
- Humanists in MoJ (HiMoJ)
- MoJ Jain Network
- The Civil Service Jewish Network (JNet)
- Job Share Network
- MoJ International & EU Nationals Network
- MoJ Muslim Network
- Parents' Network
- PROUD (People from Diverse Racial Origins Uniting the Department)
- Safe Space Forum
- Sikhs in MoJ
- Spirit (LGBTQ+)
- Supporting the Workplace in Menopause (SWIM)

We introduced our own Listening Spaces for our staff with protected characteristics to create a “safe space” to raise concerns, discuss issues and encourage their sense of belonging. These spaces are facilitated by members of YJB Equity, Diversity, and Inclusion Working Group.

YJB Listening Spaces

- Disability
- Minority Ethnic
- LGBTQ+
- Menopause

These networks and listening spaces play an influential role in raising awareness of equality, diversity, and inclusion issues, contributing to YJB's people policies, and acting as a critical friend to the organisation.

- With a workforce of 100 staff YJB is not required to undertake a gender pay gap report. However, we committed to undertake a wider pay gap analysis for targeted groups, namely those groups who are historically under-represented and who traditionally have received lower pay in society. This included gender, ethnic minorities, disability, and part-time working. This was undertaken, communicated to staff, and published in 2023-24 financial year. The results were used to inform 2023 pay award to our staff to address imbalances identified.

Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.

- We communicated the results of our pay gap report to our people through our Equity, Diversity and Inclusion Group, our Trades unions and at an all staff briefing to hear feedback. We used the feedback to inform our pay award for 2023.
- We offer coaching and mentoring to all staff either from staff internally or via other ALBs and promote specific mentoring programmes such as the PROUD mentoring scheme directed at supporting ethnic minority staff at all levels and aims to match a mentor either one grade above or at peer level of the mentee.
- We promoted the Catapult mentoring scheme, which is led by the MoJ, and which aims to support colleagues from less privilege backgrounds to realise their full potential, helping to build confidence, realise aspirations and aid progression through connections with mentors. YJB has signed up to this scheme.
- We promoted The Ethnic Minority Application Programme (EMAP), a pilot scheme where Senior Civil Servants (SCS) volunteer to help Grade 6/7 ethnic minority talent who are applying for SCS jobs.
- We follow the Civil Service Recruitment Protocols to ensure fair recruitment practices including anonymous sifting of applicants, equality, and diversity training for all panel members, at least three people on panels with as diverse a panel as is possible with mixed gender being the minimum requirement. Posts are advertised across the staff groups and networks as well as on Civil Service Jobs. We participate in the Disability confident Scheme which enables us to make sure that all candidates who apply under this Scheme and meet the minimum requirements of the role are offered an interview.
- We rolled out anti-racism training as mandatory across the organisation to make sure all staff and board members have the same understanding of the issues faced

by people from ethnic minorities within the organisation, among our stakeholder and in the youth justice sector and how we can work toward alleviating this.

- We rolled out a series of workshops for line manager to better understand how to recruit, manage and motivate staff with disabilities.
- We trained staff in all directorates to be accessibility champions to support making sure all our documents and communications were accessible to all.
- We promoted training in how to make effective occupational health referrals.

Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

We have developed a range of communication channels and interactions to raise the profile of equity, diversity and inclusion within the organisation including:

- Enabling the Equity, Diversity, and Inclusion Working Group to write the executive weekly message to promote their work, update on the EDI action plan and make sure our staff are informed about equity, diversity and inclusion matters and opportunities. This message is normally written by senior leadership group (SLG).
- Set up a diversity book club where books specifically relating to protected characteristics are read and discussed.
- Opened the listening spaces to “Allies days” to encourage those not from the specific protected characteristics to come and learn and share experiences.
- We celebrated Black History month with one of our Board members talking to staff about his experiences and what Black History month means to him.
- We have used our all staff Teams site to celebrate a variety of diversity days with our staff asking them to nominate specific events they would like us to highlight including Advent, Autistic Pride day, Bi visibility Day, Black History Month, Carers week, Christmas, Deaf Awareness week, Dementia Action week, Diwali, Easter, Eid Mubarak, Holocaust Memorial Day, Interfaith week, International Mens’ day, International Stress awareness week, International Women’s day, LGBT+ history month, Mental Health Awareness week, National Inclusion week, Pride month, Ramadan, Time to talk day, World Cancer day, Windrush day World Menopause day, World Prematurity day, World Suicide prevention day.
- The relaunch of our Equity, Diversity and Inclusion intranet page has given simpler signposting to diversity resources including recommended reading, MoJ diversity

newsletters, MoJ diversity events and training, YJB specific messages and access to the EDI action plan.

- YJB works flexibly in a hybrid approach with staff encouraged to keep in touch through informal “coffee roulette” where staff are randomly put in touch to have a non-work discussion.

GOVERNANCE

The Equity, Diversity and inclusion Group manage the organisational EDI Action Plan. The Groups reports quarterly to the Senior Leadership Group (SLG) through a quarterly People SLG meeting and annually to the Board.