

## **COPFS Gender Equality Action Plan 2007 – 2010**

### **First Annual Report**

#### INTRODUCTION

1. The Equality Act 2006 amended the Sex Discrimination Act 1975 and placed a statutory duty on public authorities to have due regard to eliminate unlawful discrimination and harassment and to promote equality of opportunity between men and women. This general duty came into force across the UK on 6 April 2007.
2. The specific duties require public sector bodies to:
  - Gather information on how their work affects women and men.
  - Consult employees, service users, trade unions and other stakeholders.
  - Assess the different impact of policies and practices on women and men and use this information to inform their work.
  - Identify priorities and set gender equality objectives.
  - Plan and take action to achieve gender equality objectives.
  - Publish a gender equality scheme, report annually and review progress every three years.
  - Publish an equal pay statement (organisation with 150+ staff) and report on progress every three years.
3. Scottish specific duties require public sector bodies to produce a Gender Equality Scheme by 29 June 2007 and to produce an Equal Pay Statement by 28 September 2007.
4. The Scottish Government published its Gender Equality Scheme in March 2007. As part of the Scottish Government and under the requirements of their Gender Equality Scheme, COPFS published our Gender Equality Action Plan (GEAP) on 6 April 2007 and our Equal Pay Statement on 26 September 2007.
5. The Gender Equality duty is intended to address the fact that more than 30 years after the introduction of the Sex Discrimination Act 1975 there is still unfair discrimination. Policies and practices which may seem neutral can have a significantly different effect on women and on men, often contributing to greater gender inequality and poor policy outcomes.
6. The duty is different from previous sex equality legislation in two crucial respects:
  - there is a positive requirement for organisations to take action - rather than waiting for individuals to take cases against them
  - the requirement for organisations to act to promote equality, not just avoid discrimination.
7. Unlawful discrimination in the Sex Discrimination Act and the Gender Duty means:
  - direct and indirect discrimination against women and men, in employment and education; in goods, facilities and services and in the exercise of public functions;

- harassment, sexual harassment and discrimination on the grounds of pregnancy and maternity leave;
  - direct and indirect discrimination in the employment field on the grounds that a person is married or a civil partner;
  - victimization;
  - discrimination on the grounds of gender reassignment in employment and vocational training.
8. The COPFS Annual Report on progress of its Gender Equality Action Plan is attached at **Annex A**. COPFS has also contributed to the [Scottish Government Gender Equality Scheme: Annual Report 2008](#) by updating Chapter 3 - Violence Against Women – in which information was provided on COPFS’ work on the implementation of the Sexual Offences Review and on Domestic Abuse.

**CROWN OFFICE AND PROCURATOR FISCAL SERVICE**  
**Gender Equality Action Plan 2007 – 2010**  
**Annual Report 2008**

**Core Functions**

1. COPFS is Scotland's sole national prosecution service. We also investigate sudden and suspicious deaths, carry out independent inquiries into complaints of criminal conduct by police officers and administer property falling to the Crown. Our core functions include:

- the prosecution of crime;
- the investigation of sudden deaths and, when appropriate, the conduct of public inquiries;
- identifying and meeting the information needs of victims, witnesses and bereaved relatives;
- provision of accessible information to all service users through interpreting, translation and transcription;

**Priorities in 2006 – 2009**

2. COPFS' priorities support the Scottish Government's strategic objective for safer and stronger communities.

Strategic Aim:

- Serving the public interest, prosecuting cases independently, fairly and effectively.

Key Objectives:

- To secure the confidence of our diverse communities by improving the delivery of justice through the timely, efficient and effective prosecution of crime.
- Give priority to prosecution of serious crime, including drugs trafficking and persistent offenders.
- To provide services that meet the information needs of victims, witnesses and nearest bereaved relatives, in co-operation with other agencies.
- To ensure that all deaths reported to the procurator fiscal are investigated appropriately and speedily.

**COPFS Commitment to Equality**

3. There are three public sector statutory equality duties - for race, disability and gender. They each place a duty on public authorities to eliminate unlawful discrimination and harassment and promote equality of opportunity.

4. COPFS is committed to working towards making equality of opportunity central to our service delivery, to the employment of staff and to the development of policies and practices - taking into account the different needs of ethnic communities, disabled people and women and men. We have published our Race, Disability and Gender Equality action plans on our website and on our internal intranet.

5. In the early development of the Gender Equality Duty in Scotland, COPFS was a member of the Gender Equality Duty Advisory Group and assisted the Equal Opportunities

Commission<sup>1</sup> in the development of the Criminal Justice Guidance – which was launched by the Lord Advocate in March 2007.

### **Gender Equality Duty**

6. The specific duties require public sector bodies to:

- Gather information on how their work affects women and men.
- Consult employees, service users, trade unions and other stakeholders.
- Assess the different impact of policies and practices on women and men and use this information to inform their work.
- Identify priorities and set gender equality objectives.
- Plan and take action to achieve gender equality objectives.
- Publish a gender equality scheme, report annually and review progress every three years.
- Publish an equal pay statement (organisation with 150+ staff) and report on progress every three years.

7. Scottish specific duties required public sector bodies to produce a Gender Equality Scheme by 29 June 2007 and an Equal Pay Statement by 28 September 2007.

8. The Scottish Government published its Gender Equality Scheme in March 2007. As part of the Scottish Government, and under the requirements of their Gender Equality Scheme, COPFS published our Gender Equality Action Plan (GEAP) on 6 April 2007 and our Equal Pay Statement on 26 September 2007. This is our first Annual Report. A revision of the current GEAP is in preparation and will be published on COPFS website and internal intranet.

9. The development of our Gender Equality Action Plan has helped us to recognise the duties placed on us by the Equalities Act 2006. It has focused our thinking on gender equality by helping us to recognise what we had already achieved - and to identify and set priorities and goals for the future. Diversity priorities and goals are reflected in the performance objectives of our most senior managers and are incorporated, by our Area Procurator Fiscals and Business Managers, into Area and local business plans.

10. COPFS has a business structure that secures involvement of staff at all levels in the Service in promoting diversity and equality issues and moves information from the top down and the bottom up. A copy of the structure is at **Annex C**. COPFS' 11 [Area Diversity Teams](#) (ADTs) are active in promoting diversity and equality issues at a local level

### **Structure of our Annual Report**

11. Much of the work on the GEAP over the past year has been focussed on **5 key priorities** which are:

- ◆ **Raising Awareness**
- ◆ **Impact Assessment**
- ◆ **Prosecution of Crime – Violence against Women** - our work on Domestic Abuse and the Review of the Investigation and Prosecution of Sexual Offences in Scotland

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<sup>1</sup> The Equal Opportunities Commission was incorporated in to the Equality and Human Rights Commission in October 2007.

- ◆ **Identifying & Meeting the Information Needs of Victims & Witnesses**
- ◆ **Employment**

12. These priorities are very much at the forefront of our work and in our commitment to working towards making improvements in people's lives. They form the basis of this first annual report – which provides a summary of our work in this area and the outcomes achieved. This report also contains a forecast of what we hope to achieve in relation to gender equality over the next 2 years (May 2008-April 2010). The final section of the report sets out our conclusions concerning COPFS' compliance with the Gender Equality Duty, based on the work that we have undertaken to date and our plans for the next 2 years.

## ANNUAL REPORT ON 5 KEY PRIORITIES

### Raising Awareness

13. We saw this priority as being a critical first step in ensuring understanding of the requirements of the duty and in gaining commitment from staff at all levels to promoting equality and positive attitudes.

Our activities include:

- The publication of the Gender Equality Action Plan (GEAP) on 6 April 2007 and Equal Pay Statement on 26 September 2007, on COPFS website and on COPFS internal intranet.
- A range of information for COPFS staff placed on our internal intranet - including promoting the statutory duty and the GEAP, a guide to using gender neutral language, information on gender identity and legislation on gender equality.
- Outreach work with Area Diversity Teams<sup>2</sup> providing advice on statutory requirements and guidance and a template to record Area and local activities **Annex D**.
- A named lead person in each Area to promote Gender Equality.
- Presentations on gender equality at Area training days – for example a presentation by Engender to the Strathclyde Area Diversity Teams and presentations on gender identity to all the offices within the Grampian Area.
- A session on gender equality included in COPFS 2-day Diversity Awareness Programme – this course is mandatory for all staff.
- Monthly highlight reports on progress provided to Area Fiscal Group meetings<sup>3</sup>.
- Quarterly diversity reports on activities and progress with Gender Equality Action Plan provided to Area Fiscal Group meetings.
- Gender equality issues regularly included in staff/team briefing sessions in local offices.

14. **Outcomes:** More than 1750 COPFS staff have attended the Diversity Awareness course (since 2003) which is supported by local Area Diversity Team events and presentations. All COPFS staff have access to the guidance on the intranet. COPFS staff now have a better awareness of the gender equality duty and the standards set by COPFS in terms of delivery of service and their own employment. COPFS continues to demonstrate accountability by publishing its Gender Equality Action Plan on the website and intranet.

### Impact Assessment

15. Diversity Proofing is the COPFS impact assessment process for finding out whether and how a policy, practice or other activity will affect different people and community groups – staff and the public - once it is in operation. COPFS is experienced in impact assessment and places significant importance on its use in the development of new policies and practices. To promote the continuing importance of diversity proofing a new, improved, easy-to-use version of the [Diversity Proofing Tool](#) (DPT) was launched by the Crown Agent on the intranet in August 2007. Its aim is to remind and encourage staff to use the tool on a regular

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<sup>2</sup> Each of the 11 Areas within COPFS has dedicated Diversity Team tasked with promoting equality and eliminating discrimination and harassment.

<sup>3</sup> Monthly meetings of senior managers – Area Procurators Fiscal, Crown Agent, Deputy Crown Agent, Deputy Chief Executive and other COPFS Divisional Heads.

basis – and, longer term, to mainstream impact assessment a habit. The DPT has been used to ‘proof’ documents for gender neutral language and to consider whether new policies reflect the different needs of women and men – and was favorably commented upon by the Disability Rights Commission<sup>4</sup> when reviewing the COPFS Disability Equality Action Plan.

16. A further stage in COPFS impact assessment process is working with the Equality Advisory Group (EAG). The remit of the Equality Advisory Group is:

“To provide independent and informed advice to the Crown Office and Procurator Fiscal Service in relation to the impact of existing and future policies and practices on diversity and the promotion of equality and fairness in service delivery and employment.”

17. The COPFS Equality Advisory Group consists of independent experts in various diversity areas including a member with expertise in gender equality. In addition our representative from The Equality Network advises on transgender issues. The EAG have recommended changes to ensure gender neutral language in some of our documents submitted for their consideration.

18. **Outcomes:** COPFS can be more confident that its policies and practice better reflect the diverse needs of users, stakeholders and staff. Working through the diversity proofing process reinforces staff knowledge about equality issues and helps to develop impact assessment as a good ‘habit’. The EAG plays a particularly useful role in bringing its expertise to bear in the diversity proofing process.

19. The EAG meets 4 times per year and reviews, on average, 3 new papers per meeting. This year the EAG has reviewed papers on transgender guidance; the Sexual Offences Handbook chapter on communication with witnesses; 2 new leaflets for men and women who are [victims of a sexual offence](#); the revised protocol with the police on domestic abuse.

## **Prosecution of Crime - Violence against Women**

20. Tackling violence against women continues to be a priority objective for COPFS. We have made substantial progress in 2 major areas:

### **21. Domestic Abuse**

This is a particularly important area for COPFS because incidents of alleged domestic abuse represent a substantial number of the police reports received by prosecutors right across Scotland, and all but a tiny fraction of these reports concern allegations of violence against women. In October 2004 the then Scottish Executive established a domestic abuse court service pilot, based at Glasgow Sheriff Court, to fast track cases of domestic abuse which occur in the city's south-side and to provide better information and support to victims so that fewer complaints are withdrawn before reaching the courtroom. An [Evaluation of Domestic Abuse Court pilot](#) was published in March 2007. Following consideration of the evaluation, Ministers have extended the pilot to October 2008 while a multi-agency Feasibility Study Group is set up to look at extending a Domestic Abuse Court to the whole of Glasgow. The Feasibility Study Group has reported to Ministers.

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<sup>4</sup> The Disability Rights Commission was incorporated in to the Equality and Human Rights Commission in October 2007.

22. A review of the National Domestic Abuse Protocol between the Crown Office and Procurator Fiscal Service (COPFS) and the Association of Chief Police Officers Scotland (ACPOS) was undertaken to ensure that the document and content remain fit for purpose, to identify any current gaps in processes and to take stock of the impact of the Protocol upon the investigation and prosecution of domestic abuse over the last months. The review team will report their findings to the Solicitor General and ACPOS by the early summer 2008.

23. Training for staff in dealing with Domestic Abuse cases is already underway and an advanced course is planned for 2008. While COPFS recognises that incidents of domestic violence can be committed by women (and we do receive reports of such incidents from time to time) we also acknowledge that in the overwhelming majority of cases the victim is a woman. Our training therefore takes account of such factors as the relative powerlessness of women in the face of male violence. We also encourage staff to take account of cultural issues that may have an impact in cases of domestic abuse.

#### **24. Review of the Investigation and Prosecution of Sexual Offences in Scotland**

Many challenges arise for the prosecution service in dealing with allegations of sexual abuse, and these can be compounded by societal myths and stereotypes about victims. These can not only hamper the investigation and preparation of a case but, more significantly, may have a profound impact on outcomes. At present it is women who appear to experience the adverse effects of such stereotyping and our focus has therefore been on finding ways to counteract inappropriate labelling and treatment of female victims. Following the publication of COPFS [Review of the Investigation and Prosecution of Sexual Offences in Scotland](#) in June 2006, a 3 year implementation programme - which aims to improve the way in which we deal with the prosecution of sexual offences - is being taken forward. Twenty-eight of the 50 recommendations have now been implemented and these include the issue of key chapters of the Sexual Offence Handbook to COPFS staff. The Handbook includes guidance on the law of rape, decision making, precognition investigation, supporting victims to give their best evidence, forensic and medical evidence and communication with victims.

25. At the end of 2007 a programme of on-line training courses was published on the COPFS internal intranet. The modules provide essential training on decision making, approaches to bail and the need to identify and address evidential weaknesses early on in the life of a case. They also provide important training on the law of rape, and provide staff with an understanding of the wider issues and myths about rape and sexual assault which prevail in society.

26. The e-learning course is being followed by a two day classroom based course at the new Scottish Prosecution College in Glasgow. Between April and June 2008 prosecution staff from across Scotland will undertake core sexual offences training on the legal issues surrounding rape, the psychodynamics of sexual offending, the medicine and science which play a vital role in proving rape and the means through which Procurators Fiscal can support and communicate with victims during the prosecution.

27. The first Annual Seminar on Sexual Offences – at which the Lord Advocate gave the opening address - was held on 7 December 2007.

28. The Solicitor General announced in February 2008 that a senior member of Crown Counsel is to work closely with the Lothian and Borders Procurator Fiscal's sexual offences team, to provide advice from the earliest stage of investigations. The move is designed to

ensure the highest standards in evidence gathering and trial preparation. An Assistant Principal Advocate Depute will provide legal and practical guidance on the investigation and prosecution of all sexual offences, including rape and serious indecent assaults.

29. In March this year the Lord Advocate spoke at the [Rape Crisis Scotland Conference 2008](#) on the legal responses to rape.

30. As already indicated, our focus has been on female victims in terms of taking steps to counter stereotyping and to prepare prosecutions that will meet the challenges of societal myths about rape and sexual assault. However, we are also mindful of male victims of sexual assault, and are currently involved in assisting other parts of government in the consideration of the Scottish Law Commission's proposals to make rape (and certain other sexual offences) non-gendered crimes.

31. **Outcome:** This work is designed to improve the standard of service provided by the Crown Office and Procurator Fiscal Service to male and female victims of sexual offences and of domestic abuse, recognising the existence of continuing power imbalances between men and women and the impact of myths and gender stereotyping in these key areas of our work. Our progress in these areas is closely monitored by the Lord Advocate who has made clear in public statements the importance she places on improving the situation of victims of domestic abuse and of sexual assault. The evaluation of the Domestic Abuse Court indicates that the pilot has been a success and that COPFS has made a significant contribution to that achievement - with a higher level of cooperation from the victims in going to court and a number of recommended improvements to the processes and practices for dealing with domestic abuse. In relation to our ongoing work to improve the investigation and prosecution of sexual offences 17 Area Champions have been appointed in Procurator Fiscal offices throughout Scotland to lead on sexual offences.

### **Identifying and Meeting the Information Needs of Victims & Witnesses**

32. COPFS aims to be sensitive and responsive to the needs of victims, witness or bereaved relative. Our commitment is set out in the [Statement on the Treatment of Victims and Witnesses](#). Our aim in providing information is to improve their experience of the criminal justice process. By doing this, we will also aid the effective prosecution of crime in the public interest. In the Statement we underline the importance of identifying the particular issues and needs that may arise for individual victims, taking account, amongst other key factors, of their gender.

### **33. Information for victims of sexual offences**

As mentioned above, the Sexual Offences Handbook gives guidance to COPFS staff on the new policy and practice in dealing with sexual offences which will improve the standard of service provided by COPFS to victims and witnesses of sexual offences. Additionally, and as part of the review of sexual offences, COPFS Victim Information and Advice produced new advice [leaflets for victims of a sexual offence](#) – with separate leaflets for male and female victims of sexual assault which list a broad range of support services. The leaflets are published on COPFS website. In doing so we acknowledge the differential impact that such crimes may have on male and female victims and the need to provide information which recognises differences and gives appropriate advice on support services.

### **34. Transgender equality**

We produced guidance for staff on transgender equality including a guide to etiquette when meeting transgender people – in court or attending at a Procurator Fiscal office or Crown Office. In drafting this document we consulted with representatives from the Equality Network, Edinburgh and with the Equality Advisory Group. Our 2-day diversity awareness course includes an awareness session on the challenges facing transgender people.

### **35. Community engagement**

Our Area Diversity Teams are active in engaging with many community organisations and networking in their local areas. COPFS staff regularly attends events, meetings and training sessions run by local Muslim women’s groups and we are lucky to have the services of a representative from the West of Scotland Race Equality Council who provides advice on matters of culture, religion and traditions – with particular reference to Muslim women. Last year training on prosecution of domestic abuse cases was delivered to black and minority ethnic women in the Strathclyde area. Some Area Diversity Teams are engaging with local LGBT groups/forums – and 1 Area is working towards achieving the LGBT Youth Charter Mark.

### **36. Cultural Awareness Guide**

We are updating the guidance for staff to include issues of gender related to different cultures, traditions and beliefs.

### **37. Interpreting – taking account of the gender requirements of witnesses**

COPFS provides interpreting services for witnesses & nearest bereaved relatives. Our guidance to staff includes reference to the need to take account of any gender issues for witnesses or relatives of different cultures, religions and faiths.

**38. Outcomes:** These activities are designed to meet COPFS’ key strategic objective “*to secure the confidence of our diverse communities by improving the delivery of justice through the timely, efficient and effective prosecution of crime*”. They are COPFS responses to information and feedback received through awareness raising, engaging with communities and individuals and directly through the criminal justice system.

## **Employment**

39. COPFS is one of the biggest, if not the biggest, single employer in the legal profession in Scotland and certainly employs the largest number of lawyers – and the majority of our staff are women. Three of the most senior posts within COPFS are currently filled by women - these are, the Procurators Fiscal at Glasgow and also Lothian & Border, and the Chief of Strategic Delivery.

- Of the 1600 staff 70% are women.
- 58% of the 450 lawyers in COPFS are women.
- Women outnumber men at the basic Band E (L) procurator fiscal depute grade representing 63% of all deputies. This reflects the Equal Opportunities Commission 2003/04<sup>5</sup> gender figures for law undergraduates which show that 63% are women and 37% are men.

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<sup>5</sup> Facts about Women and Men in Scotland 2006. Published by the Equal Opportunities Commission.

- At the next level (Band F(L) - principal procurator fiscal depute) women account for 57% of our staff
- The gender balance of our trainee solicitors for 2007 is 80% women and 20% men.
- The number of women reaching Senior Civil Service positions in COPFS has risen dramatically in the last 10 years – in 1997 only 10% of staff positions were filled by women and today it is 37%, meeting the Civil Service target as set out in [Delivering a Diverse Civil Service – A 10-Point Plan](#)

#### **40. Flexible working**

We are exploring ways in which we can enhance work/life balance for women and men; in particular we have introduced flexible working across the whole department - and are offering alternatives to the traditional “5 day week /standard hours/ in your own office” routine. In recent times we have piloted:

- home working;
- 9-day fortnights;
- compressed hours;
- remote working

Some staff are already taking up the opportunity to change to an alternative working pattern more suited to their needs. Staff can also take career breaks for up to 3 years – and they keep in touch by attending training courses and events.

#### **41. Pay**

On pay we published our Equal Pay Policy Statement on 24 September 2007. An equal pay audit was undertaken in October 2007. Equal pay audits will take place on a 3-yearly basis.

#### **42. HR Business Partners**

The recent appointment of 2 HR Business Partners is providing an additional resource to further develop diversity and equality policies and practice in the human resource function. One of these Business Partners has been given specific responsibility for diversity matters, including gender equality.

#### **43. Departmental Induction**

A new booklet was launched February 2008 which includes a statement informing new staff that – “COPFS Equal Opportunities policy provides that all eligible people shall have equality of opportunity for employment and advancement on the basis of their suitability for the work whatever their sex (this includes a person who intends to or has undergone treatment to change their sex), marital status, age, race, ethnic origin, sexual orientation, disability or religion/belief.” This ensures that all new staff are informed of COPFS policy on gender equality in employment.

#### **44. Our People Strategy**

Our People Strategy, describing how we aim to deliver excellent services by investing in, encouraging and developing our people, was published in April 2008. The Strategy recognises everyone’s contribution and ensures that the principle of equality of opportunity underpins everything that we do. We seek to attract the best people from Scotland’s diverse communities and to create a working environment that is welcoming and supportive.

#### **45. Equality Opportunity Employer - Tables of Information 2007**

The tables showing the 2007 permanent staff in post figures for gender; ethnic background; disability and part-time staff are published at Annex B.

46. **Outcomes:** Recent restructuring of the HR function and improved resources at middle management level have allowed for reflection and revision of the HR personnel work plan.

47. This will improve the mainstreaming of diversity and equality issues into the personnel function and encourage increased confidence in the implementation of COPFS HR policies.

Our flexible-working practices should help to provide opportunities for improved work/life balance for staff.

The number of women in Senior Posts in COPFS is growing (already 37%) and by June of this year 57% of the Executive members of our Management Board will be women.

## **Gender Equality – the next 2 years**

### **48. COPFS Gender Equality Action Plan (GEAP)**

The GEAP will be updated to reflect progress and changing circumstances in the organisation. A copy of the revised plan will be published on COPFS website and internal intranet.

### **49. Priority areas for action in 2008/09**

The main areas are:

- Collection of data and an audit of decision making in samples of cases involving applications for bail; no proceedings; direct measures; plea negotiations to assess possible trends of gender implications or bias for further investigation.
- A review of the application of our policy and practice for mainstreaming impact assessment – this is COPFS Diversity Proofing Tool and Diversity Proofing Progress Chart.
- Feasibility of a Diversity Forum on the internal intranet seeking staff input into policies and practice – and to include issues concerning gender equality.
- Policy and guidance for the new Hate Crime Bill which will introduce aggravations to cover sexual orientation, transgender identity and disability.
- Overhaul of Human Resources policies and procedures – in particular on recruitment & retention; the Fair Treatment policy, the collection of data and the introduction of benchmarking.

## **Conclusions**

50. This report highlights the work undertaken by COPFS over the last year towards the implementation of our Gender Equality Action Plan. We have made good progress in taking forward some of the actions set out in our plan. The actions we have taken in Year 1 will provide a sound basis for our work over the next 2 years as we adopt an incremental approach to meeting the GEAP. COPFS is committed to working with women's and men's organisations and our partners in criminal justice systems as well as the Equality and Human Rights Commission to challenge the barriers, prejudice and discrimination that prevent gender equality in Scotland.

27 June 2008

## Equal Opportunity Employer - Tables of Information

Permanent Staff in Post (Head Count) as at April 2007

By level/pay band and gender

Level/Pay Band	Total staff	Women	Men
SCS	37	14 (38%)	23 (62%)
G	23	10 (43%)	13 (57%)
F(L)	107	59 (55%)	48 (45%)
F	15	6 (40%)	9 (60%)
E(L)	266	169 (64%)	97 (36%)
E	31	12 (39%)	19 (61%)
D	218	146 (67%)	72 (33%)
C	162	132 (81%)	30 (19%)
Trainee Solicitors	41	33 (80%)	8 (20%)
B	640	496 (78%)	144 (22%)
A	9	1 (11%)	8 (89%)
<b>Totals</b>	<b>1549</b>	<b>1078 (70%)</b>	<b>471 (30%)</b>

**Part Time Working****Women working part-time = 18% of total number of staff****Men working part-time = 1% of total number of staff**

**Permanent Staff in Post (Head Count) as at April 2007**

**By level/pay band and ethnic background (% is shown of those who have provided ethnic details)**

<b>Level/Pay Band</b>	<b>Total staff</b>	<b>Total no who provided ethnic details</b>	<b>White</b>	<b>Minority Ethnic</b>
<b>E and above</b>	<b>520</b>	<b>444</b>	<b>430 (100%)</b>	<b>14</b>
<b>C and D</b>	<b>380</b>	<b>341</b>	<b>333 (97%)</b>	<b>8 (3%)</b>
<b>A and B</b>	<b>649</b>	<b>574</b>	<b>563 (98%)</b>	<b>11 (2%)</b>
<b>Totals</b>	<b>1549</b>	<b>1359</b>	<b>1326 (98%)</b>	<b>33 (2%)</b>

**Permanent Staff in Post (Head Count) as at April 2007**

**By level/pay band and disability**

<b>Level/Pay Band</b>	<b>Total staff</b>	<b>Total no. who declare a disability</b>
SCS	37	
G	23	
F(L)	107	
F	15	
E(L)	266	
E	31	
D	218	
C	162	
Trainee Solicitor	41	
B	640	
A	9	
<b>Totals</b>	<b>1549</b>	<b>12 (0.8%)</b>

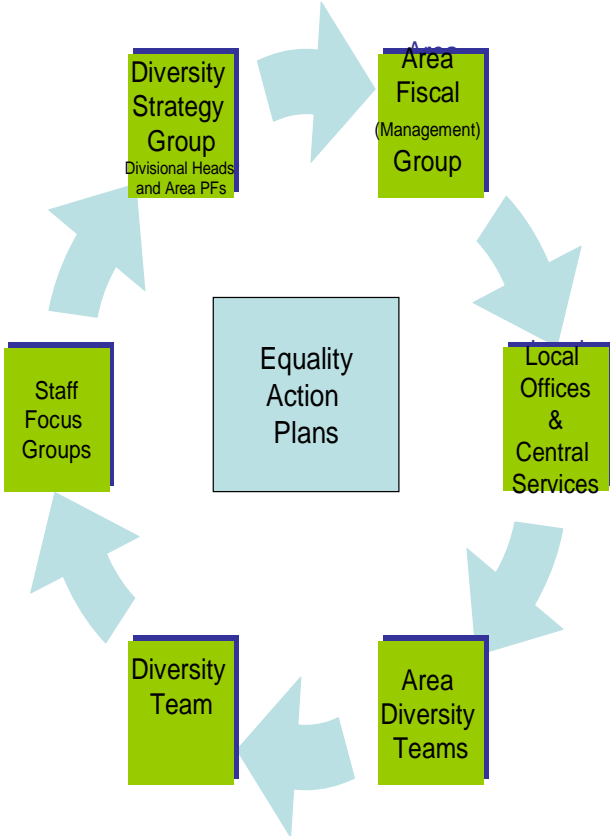
Staff Promoted 1/4/06 to 31/03/07

	<b>Ethnic Minority</b>	<b>White</b>	<b>Not Known</b>	<b>Total</b>
COPFS	20	1	2	23
COPFS(%)	87%	4%	9%	100%

**TRAINING & DEVELOPMENT FIGURES – 2007**

- ◆ Total number attendees at training courses – 1266
- ◆ Number of men attendees - 425 (33%)
- ◆ Number of women attendees – 841 (67%)
- ◆ Number of part time staff attending – 148\* (12%)  
(\*8 men and 140 women)

# COPFS DIVERSITY STRUCTURE





## **TEMPLATE FOR REPORTING ON DISABILITY/GENDER EQUALITY DUTIES**

(From January 2008)

**Introduction:** This is for all PF Areas and is our proposed method for reporting on the progress of our responsibilities under the Statutory Equality Duties.

COPFS must, by law, review the Disability and Gender Equality Action Plans annually so as to measure:

- what steps COPFS has taken to fulfil our responsibilities under the Statutory Duties;
- what we've done to eliminate discrimination and promote equality of opportunity;
- what we've done to meet the targets and outcomes we set in our action plans (for each of our functions in Areas and Divisions);
- what information, data or other evidence we've gathered; and
- what actions we've taken as a result.

This template is intended to help Areas report on their progress and identify the work still to be done. It will then contribute to COPFS reports to be published and submitted to the Scottish Executive. The first report on the Disability Equality Action Plan must be submitted in November 2007.

**Please complete all sections – tick under Disability or Gender if activity completed and add any details or comments.**

The column headed 'Activities' represents minimum targets taken from the Equality Action Plans plus some suggested activities for meeting the Duties. We expect that, in this first year, you will not have met all of your targets. You may have met some of the targets and have plans in place to meet others. We will also welcome your comments on any plans you have for additional local activities.

**Please use the last two sections to comment on particular local issues and new priorities and targets.**

**Note:**

- **we will collect evidence on prosecution of crime using a series of case audits**
- **we will collect staff recruitment and monitoring data from Human Resources Division**

Please complete all sections – tick under Disability or Gender if activity completed and add any details or comments.

Duty	Activities	Disability	Gender	Details / Comments
<b>1. Staff Awareness and Promotion of Equality Duties</b>	<ul style="list-style-type: none"> <li>line managers aware of responsibilities for equality of opportunities</li> </ul>	32, 33 35, 36, 37	24, 25 25	eg: recruitment; training; staff welfare; flexible working provisions -
	<ul style="list-style-type: none"> <li>staff briefings on Duties and Action Plans</li> </ul>	13, 14	15, 18	gender neutral language -15 and 18 DPT - 22
	<ul style="list-style-type: none"> <li>local training events and/or staff guidance,</li> </ul>	25	16	eg on ‘accessible information’ and Typetalk-25 cultural awareness guide – 16 transgender guide – 8, 12, 15
	<ul style="list-style-type: none"> <li>area home page link to intranet diversity site</li> </ul>	-	-	eg: to Interpreting Framework - 19
	<ul style="list-style-type: none"> <li>positive images in office (public areas and staff areas)</li> </ul>	15	13	posters, publications, layout –
	<ul style="list-style-type: none"> <li>Area involvement with Staff Disability Advisory Group</li> </ul>	29	N/A	
	<ul style="list-style-type: none"> <li>included in business plans</li> </ul>			induction loops community engagement
<b>2. Community Engagement</b>	<ul style="list-style-type: none"> <li>identified Area lead on specific duty</li> </ul>	30	20	
	<ul style="list-style-type: none"> <li>community groups identified and advised of COPFS lead contact</li> </ul> <p>(Note: For the disabled community you should include people with Mental Health Disabilities, Learning Disabilities, Physical Disabilities and</p>	28 30	21	1) current level of engagement 2) gaps 3) EAG advice

	Sensory Disabilities)			
	<ul style="list-style-type: none"> <li>• local group's input to ADT or Area training</li> </ul>	30, 41	21	
	<ul style="list-style-type: none"> <li>• COPFS input to local community events</li> </ul>	30		schools, court open days, career fairs 3-monthly reports
	<ul style="list-style-type: none"> <li>• Customer Satisfaction Survey</li> </ul>	15, 29, 39	-	one way of measuring progress
<b>3. Providing accessible Information</b>	<ul style="list-style-type: none"> <li>• Hearing induction loop(s) available and identified lead responsibility in offices</li> </ul>	16, 40, 41	N/A	
	<ul style="list-style-type: none"> <li>• local transcription providers identified and use of transcribed documents monitored</li> </ul>	16, 22, 25,	N/A	
<b>4. Estate</b>	<ul style="list-style-type: none"> <li>• Liaison with Estates to review disabled access to offices</li> </ul>	39	N/A	
	<ul style="list-style-type: none"> <li>• Liaison with Health and Safety to review emergency safety procedures for disabled staff and visitors</li> </ul>	46	N/A	
	<ul style="list-style-type: none"> <li>• Liaison with Estates to review parent and child access and facilities</li> </ul>	N/A	16	

1. Identified local issues, gaps or barriers to services:	Details
<ul style="list-style-type: none"> <li>• Disability</li> </ul>	eg: tenant to SCS
<ul style="list-style-type: none"> <li>• Gender</li> </ul>	
2. Area/Local Business Plan priorities for next year:	Details
<ul style="list-style-type: none"> <li>• Disability</li> </ul>	eg: staff mix by ethnicity, disability, gender (23)and age -
<ul style="list-style-type: none"> <li>• Gender</li> </ul>	

Area/Office name: \_\_\_\_\_ contact details: \_\_\_\_\_



