

Name of new / revised Policy:	Incident Management Policy
Purpose of Policy:	To ensure that COPFS staff react appropriately to incidents relating to information systems and data
Lead EIA Officer:	Head of ISD
Team / Federation:	ISD
Email Address:	DiversityTeam@copfs.gsi.gov.uk
Others involved:	
Date Assessment Completed:	30/9/14
Assessment Record Authorised by:	

This new / revised policy was fully assessed for any equality impact based on the General Equality Duty of the Equality Act (2010).

Summary of research and consultation carried out:
CLAS Consultant Other Government Agencies Equality Team COPS
Key issues identified: - (Note here if you conclude there are no equality issues relating to the new / revised policy)
There are no equality issues with this policy as the COPFS code of conduct applies to all staff, irrespective of membership to a particular protected group.
Changes made to new / revised Policy
New Policy
Review Process for Policy
Every 12 months from implementation date.

SEND THIS COMPLETED FORM TO DiversityTeam@copfs.gsi.gov.uk

For further information about this impact assessment, please contact: Equality Team, Policy Division, Crown Office, 25 Chambers Street, Edinburgh, EH1 1LA

Alternatively send an email to DiversityTeam@copfs.gsi.gov.uk.

Assessment records can be made available in alternative formats or languages on request.

Equality Advisory Group

Sending Draft Policy to the Equality Advisory Group (EAG)

- You may decide to send your draft policy to the [Equality Advisory Group \(EAG\)](#) who can provide feedback from an equality perspective on your policy. This group meets with COPFS representatives around 4 times per year but documents can be forwarded to them throughout the course of the year.
- Email or send your completed EAG request form (**Annex C**) to DiversityTeam@copfs.gsi.gov.uk.

Remit and background details about the EAG

- Established in June 2003, the Equality Advisory Group comprises members of COPFS staff and external members each with a special interest in areas of equality and diversity – age, disability, gender and gender identity, race, religion and belief, and sexual orientation. In order to ensure its independence, the EAG is chaired by one of its external members. The EAG meets quarterly in order to discuss and advise on COPFS policy and practice in delivery of service and employment matters – seeking to ensure the highest standards of fairness in COPFS’s treatment of people in Scotland’s diverse majority and minority communities. Between meetings, opinions of members on complex or urgent matters are canvassed electronically.
- Their remit 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."

Finishing touches

- Following feedback from the EAG, make any final amendments to your policy and records these amendments on your Equality Impact Assessment Record (Annex B)
- Update the EAG with any changes you have made to your policy based on their feedback – send email to DiversityTeam@copfs.gsi.gov.uk.

PAPER FOR CONSIDERATION BY THE EQUALITY ADVISORY GROUP

Paper No: /YEAR

1. TITLE -

2. Author:

3. Issues for EAG:

4. Background:

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5. Timescale:

6. Equality Impact Assessment:

7. Proposals for Impact Monitoring:

8. Any other comments:

9. EAG advice/comments/suggestions:

10. Feedback on how advice was used:

11. Subsequent changes made to paper:

12. Date of final publication of document: