

## JUSTICE EQUALITY AND DIVERSITY SUB-GROUP

### NOTE OF MEETING HELD ON MONDAY, 3 MARCH 2014 AT 11.00AM IN CONFERENCE ROOM 1, CROWN OFFICE 25 CHAMBERS STREET, EDINBURGH EH1 1LA

**Present:** Ruth McQuaid, COPFS (Chair)  
Catherine Dyer, Crown Agent, COPFS  
Karen Kennedy, COPFS  
Andy Bruce, SG  
Tom McMahon, SG  
Dave MacNab, SG  
Grant Manders, Police Scotland  
Andy Sharp, Police Scotland  
Teresa Medhurst, SPS  
Elaine Gerrard, Fire and Rescue, Scotland  
Marie-Louise Fox, SLAB  
Louise Baggott, SLAB  
Marlene McCaw, COPFS (Minutes)

**Apologies:** Jan Marshall, SG  
Michael Garden, JABS  
Dorothy Smith, JABS  
Pam McFarlane, SCS  
Neil Stevenson, Law Society  
Nancy Darroch, COPFS

#### **1. Welcome and Apologies**

1.1 Ruth welcomed all attendees to the meeting and noted the above apologies.

#### **2. Presentation on Mentoring**

2.1 Andy Sharp gave a presentation on mentoring and distributed copies of the Police Scotland mentoring pack. He explained how mentoring helps to drive and deliver performance. The police use single point of contacts to advocate mentoring and increase awareness to staff. Andy advised that Police Scotland currently have an excess of mentors.

2.2 Tom confirmed that the SG had already formed links with Simon Keenan, Head of Leadership Training at Police Scotland and that they were looking at a cross justice mentoring system.

#### **3. Minutes of Meeting held on 13 January 2014 and Action Points**

3.1 The minutes of the meeting held on 13 January 2014 were approved and the Action Log was discussed and updated.

3.2 Grant presented a paper on whether the WGIT Group should report to this Group. It was agreed that whilst this group should be aware of the WGIT

Group's work, it would be unable to give answers in respect of funding and resources. After discussion it was agreed that Grant would approach the Justice Board to check who the WGIT Group's governance should be.

**Action: Grant to approach Justice Board re WGIT governance.**

#### **4. Workstream Updates**

##### Mentoring

- 4.1 Tom introduced his colleague, Dave MacNab, who leads on the SG Mentoring scheme. Dave expertly matches colleagues who apply through a mentoring programme. Tom has given the go ahead to involve cross-justice partners in the SG programme. Dave will start approaching staff networks this week and envisages that colleagues will be able to start the programme very soon. The mentoring programme is for senior managers across justice organisations to mentor middle management staff. Depending on numbers and how the programme progresses, they may consider extending to lower grades of staff. Dave explained that due to data protection legislation, it was not possible to ask applicants if they fall within a protected characteristic. However, he advised that space is available on the application forms for colleagues to request mentors with specific protected characteristics, and also a space for them to voluntarily advise whether they are in a protected characteristic. Organisations should encourage their own staff to apply. Dave would attend the meeting in 3 months time to update the Sub Group.

**Action: Tom to invite Dave to the June meeting to give an update on the mentoring programme.**

##### Staff Focus Groups

- 4.2 Grant advised that Police Scotland had conducted a tabletop exercise on promotion and barriers. 28 workshops had been held and an internal action plan had been drawn up, which will go to the next Leadership Board. Thereafter, Grant would be happy to bring it to this group to look at how organisations may learn from Police Scotland re focus groups. Grant would e-mail Ruth the findings of what the barriers are and he would do a presentation on Focus Groups at the next meeting.

**Action: Grant to e-mail Ruth the findings and to prepare a presentation on Focus Groups at the next meeting.**

##### Unconscious Bias Training

- 4.3 Louise advised that SLAB and the Law Society were in the process of collating information and that they will know what the gaps are by May. She advised that there would be a monetary and training resource.

##### Staff Networks

- 4.4 Ruth advised that Pam had provided her with an update prior to the meeting.

##### Specialist Consultation

- 4.5 Teresa advised that some informal consultation has already taken place and it is intended that invitations will be issued imminently to workshops

commencing from June 2014 over a 2/3 month period. The workshops will focus on collating areas of concern and the sharing of best practice.

#### Future Workforce

- 4.6 Ruth advised that work is progressing on a weekend programme for pupils in year 5/6 to introduce them to a wide range of justice career opportunities. Two schools in North Lanarkshire have agreed to pilot the programme which is hoped to take place in June or August 2014. It is anticipated that this will involve the attendance of one or two representatives from each justice organisation over a residential weekend which will be funded primarily by the local Education authority. Each justice organisation would be responsible only for the cost of their own staff attendance. The proposal is for the programme to be filmed to minimise resource input while maximising opportunity for future participation and potential development as a teaching resource.

### **5. Disability Project Update**

- 5.1 Ruth gave an update on behalf of Nancy that the recommendations had now been collated into 3 work streams –
- access to sites,
  - cross justice training, and
  - communication

She advised that all organisations were looking at how they intend taking forward site audits and that SCS had provided a template. Grant would clarify if all offices have been audited since 2009 and let Ruth know by the end of this week.

**Action: Grant to clarify whether all Police Scotland offices have been audited since 2009 and let Ruth know by 7 March.**

### **5. Any Other Business**

- 5.1 Ruth asked Sub Group members to consider whether we should have a synergised approach across criminal justice for the next review of the public sector duties and this would be discussed at the next meeting.
- Action: All to consider synergised approach across criminal justice for next review of public sector duties.**

### **6. Date of Next Meeting**

- 6.1 The next meeting would be held on 23 April 2014 at 2pm in the Level 7 Conference Room, Procurator Fiscal's Office, 29 Chambers Street, Edinburgh.

**Circulation: All Attendees and Apologies**

**Status: Approved on 23 April 2014**