

## Equality Impact Assessment Record

<b>Name of new / revised Policy:</b>	Sheriff and Jury Witness Information Phonenumber
<b>Purpose of Policy:</b>	To provide the Sheriff and Jury witnesses cited to attend court with information on whether they should attend court the next day .
<b>Lead EIA Officer:</b>	
<b>Team / Federation:</b>	
<b>Email Address:</b>	<a href="mailto:DiversityTeam@copfs.gsi.gov.uk">DiversityTeam@copfs.gsi.gov.uk</a>
<b>Others involved:</b>	
<b>Date Assessment Completed:</b>	29/12/2016
<b>Assessment Record Authorised by:</b>	

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:

In relation to victims and witnesses :

A proof of concept has been running in the Paisley and Hamilton offices for a number of years. Having consulted with the staff involved there was little information regarding any issues highlighted by witnesses.

Consultation with the COPFS Equality Advisory Group

Internal consulted with Victims Information and Advice

Reviewed the Accessible Information Policy

In relation to staff putting on the message to the telephone line :

A proof of concept has been running in the Paisley and Hamilton offices for a number of years. Having consulted with the staff involved there were no issues encountered by staff.

### Key issues identified: -

**(Note here if you conclude there are no equality issues relating to the new / revised policy)**

The roll out of this process will affect victims and witnesses

1. who have physical and sensory impairments
2. witnesses with psychological impairment
3. witnesses with a learning disability
4. where English is not the witnesses first language
5. Older witnesses with fragilities which makes it difficult for them to use the telephone

The two areas of the process that will be affected are :

1. The provision of information about the service and
2. Being able to access a telephone and being able to access and understand the message

For staff the roll out of this process will affect

1. who have physical and sensory impairments

### **Changes made to new / revised Policy**

Having considered the impact of this change and taking into account the proportionality, relevance and equality of opportunity any issues for the Groups highlighted above can be overcome as follows:

In relation to the first point above regarding the provision of information publicising the phone line:

1. The information will be contained in the Witness letter and Citation as well as the Being a Witness in the Sheriff and Jury Court booklet. These documents can be reproduced in different languages and formats ,if requested by the Witness or if identified in the SPR or by the witnesses carer /friend/family .These documents follow the COPFS Accessible Information Standards .
2. If the Victim or Witness is identified as vulnerable VIA staff will contact that witness using a variety of options and provide the information regarding when the witness should attend court.

In relation to the second point above regarding being able to access a telephone and message

1. If the Victim or Witness is identified as vulnerable VIA staff will contact that witness using a variety of options and provide the information regarding when the witness should attend court.
2. Text phone users can access the message by using the prefix 18001 to our telephone number

No changes need to be made to the process for victims and witnesses .

In relation to staff :

Staff with a physical disability can be assisted by other members of staff to type the telephone number and then they can record the message

### **Review Process for Policy**

Monitor the process to ensure no issues are being highlighted to office staff , VIA staff or the Enquiry Point .

Agreement in place with Response and Information Unit that any complaints received regarding the service will be flagged up with the North Strathclyde Business Manager for review purposes.

**SEND THIS COMPLETED FORM TO [DiversityTeam@copfs.gsi.gov.uk](mailto: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](mailto:DiversityTeam@copfs.gsi.gov.uk).

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

