

Equality Impact Assessment Record

Name of new / revised Policy:	Career Progression (Promotion) Policy
Purpose of Policy:	To clearly define rules surrounding progression within COPFS
Lead EIA Officer:	xxxx
Team / Federation:	HR
Email Address:	xxxx
Others involved:	xxxx
Date Assessment Completed:	23 September 2019
Assessment Record Authorised by:	xxxx

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

Background Details about new policy / process
With the introduction of the Career Movement and Development Policy, detailing how employees within COPFS can move laterally through two different avenues throughout the business. The Career Progression Policy sets out clear guidance around promotion within COPFS
Summary of research and consultation carried out:
Trade union consultation Fair Future Volunteers consultation Fair future workshops Fair Future Sponsors Heads of Business Management Senior Executive Team
Equality Ambassadors contacted: (if none, please give reasons why)
This policy will affect a significant number of employees across COPFS therefore, due to the degree of impact; it is recommended that a full EIA is undertaken by COPFS Equality Advisory Group, in collaboration with HR and Trade Unions.
Key issues identified: - (Note here if you conclude there are no equality issues relating to the new / revised policy)

The use of the newly implemented Success Profile Framework, widely adopted across the Civil Service, has moved recruitment away from using a purely competency based system of assessment to a more flexible framework which uses a variety of selection options to meet recruitment needs. Assessing against different criteria, using different methods, tailored to specific job vacancies gives the best possible chance of finding the right person for the job, driving up performance and improving diversity and inclusion. The use of the Success Profiles is embedded within the Progression Policy as the framework used to assess candidates for promotion from April 2020.

Discussion points around the use of assessments and disability were raised and considered, reassurance was given that assessments selected will be assessed to insure inclusive usage.

Changes made to new / revised Policy

Once the final consultations are concluded finer points within the policy may be edited.

Review Process for Policy

The policy will be reviewed a year from the first people being selected from the 'Career Movement and Development' register for development moves and one year from the first movement through the level transfer movement/rotation discussions.

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.