



Crown
Prosecution
Service

Race Equality Scheme 2005-08

National Summary and
Local Actions in

CPS Derbyshire

Supporting the
CPS Race Equality Scheme
2005-08

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1. Foreword by the Director of Public Prosecutions and Chief Executive

We are pleased to introduce this national summary of our Race Equality Scheme incorporating local actions. This is designed to enable our CPS Areas to demonstrate race equality actions at a local level to local communities and partners. We hope that this approach will enable our Areas to share our work on race equality with the local communities we serve.

Our Race Equality Scheme for 2005-08, “Building on Success — Delivering Race Equality” builds on our first Scheme and our wider work on equality and diversity. Crime affects people in all communities and our central role in the prosecution of crimes has an impact on all communities. Our key task and greatest challenge is to provide an effective prosecution service which commands the confidence and trust of all communities — a service which at its heart has race equality as an overriding principle.

Starting from a low base we have made very significant progress in recent years and this has been acknowledged through external review and recognition. Indeed, in terms of ethnicity, CPS’ workforce is globally representative of the communities we serve. We are increasingly recognised for the community engagement we undertake particularly in framing our hate crime policies. However, we are not complacent. There is a great deal more to do. In our second Race Equality Scheme, we are focusing on evidencing improved outcomes for communities, not only in relation to our prosecution work, but also in our role as an employer.

We are indebted to a number of community partners who participated in the production of the Scheme. They are Suresh Grover of The Monitoring Group; Barry Mussenden of the Black Racial Attacks Independent Network (BRAIN); Leroy Richards of Race on the Agenda (ROTA) and Christina Julios of the Ethnic Minority Foundation (EMF). We acknowledge their contribution. It has been invaluable in ensuring that the CPS’ Scheme better reflects the priorities and concerns of communities. We intend to build on this involvement with a panel overseeing implementation, involving community partners. We are similarly grateful to Dale Simon, who represented the National Black Crown Prosecution Association (NBCPA) on the Project Board which steered the production of the Scheme. NBCPA’s input has greatly assisted in shaping this Scheme.

We give our commitment to build on the achievements set out here to deliver a prosecution service known by all for its results on race equality.



A handwritten signature in black ink that reads "Ken Macdonald QC".

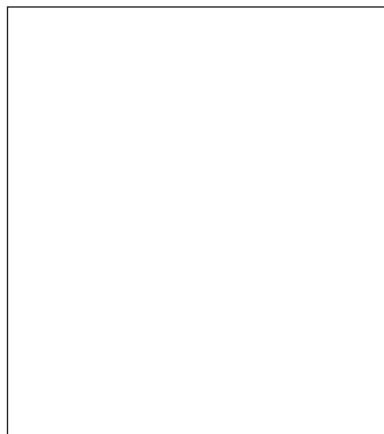
Ken Macdonald QC
Director of Public Prosecutions



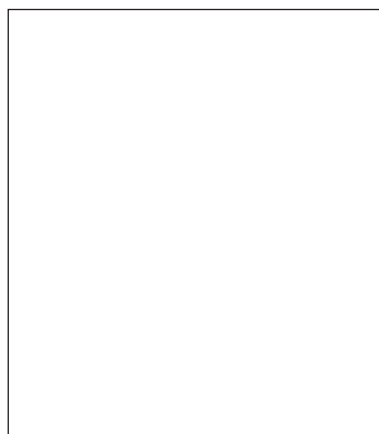
A handwritten signature in black ink that reads "Richard Foster".

Richard Foster
Chief Executive

2. Introduction by the Chief Crown Prosecutor and Area Business Manager



CCP Brian M Gunn OBE.



ABM Chris Mitchell.

We are committed to providing the people of Derbyshire with the highest possible standard of prosecution service. We rely heavily on the support of victims and witnesses of crime to help us bring offenders to justice. Therefore it's vital that we gain the trust and confidence of all the communities we serve, so we can work with them to ensure justice is achieved. For this to happen we need to demonstrate that we operate in a fair and non discriminatory manner at all times and that we are open and accountable in the delivery of this service.

Promoting equality of opportunity for all, tackling discrimination and unfairness, and building solid working relationships with the communities we serve is fundamental to the work of CPS Derbyshire. These key principles are embedded in our day to day working practices and are integral to the way we operate. As a result, we are committed to race equality in our employment practices, in the policies we implement, in the services we provide and in the prosecuting decisions we make.

We work hard to ensure all our staff recognise the importance of race equality and demonstrate their commitment by delivering a fair and impartial prosecution service. As an employer, we also work hard to ensure that our recruitment process is fair and attracts a diverse pool of applicants, and that our staff feel valued and are offered the development opportunities to progress their career aspirations.

We operate on behalf of all communities in Derbyshire, and as such take hate crime, in any form, extremely seriously. Prosecuting racist and religiously aggravated crime is one of our key priorities and we are committed to dealing effectively and fairly with all cases referred to us by the police. Whilst the conviction rate in Derbyshire remains high, there will still be cases we don't get to hear about. It's absolutely vital that anyone from Derbyshire's black and minority ethnic communities who has experienced any form of racist crime comes forward and reports it. Only then can we take steps to prosecute the perpetrators of this form of hate crime.

We will continue to work closely with our partners in the criminal justice system to ensure all sections of the community have the confidence to report hate crimes against them, knowing they

will be fully supported during any criminal proceedings. At all times we ensure that our prosecution decisions are free from bias or discrimination and that all defendants, victims and witnesses are treated fairly and with respect.

This document, and the local actions outlined within it, demonstrates our commitment to providing a fair, impartial prosecution service to the people of Derbyshire. We will continue to devote our energies towards putting these actions into practice and further developing our relationship with our local communities.

3. The purpose of this National Summary and Action Plan

The CPS is statutorily constituted as one organisation which is divided into local Areas, such as CPS Derbyshire, which mirror the police boundaries.

The CPS is listed under the Race Relations (Amendment) Act as a single public body for the purpose of the Act and therefore has one national Race Equality Scheme, this can be found at:

www.cps.gov.uk This applies to the whole of the CPS — all CPS Areas in England and Wales and CPS Headquarters. This is unlike some of our Criminal Justice Service partners such as the police who are required to have a Scheme in each police force.

However in keeping with good practice and Area requests we are producing this summary booklet and set of local actions for each CPS Area.

This publication complements the national Scheme by detailing national and local actions on race equality.

This booklet contains:

- a summary of CPS' national actions, and
- a summary of local actions to progress race equality relevant to our Area's local context and priorities — this is listed at Appendix 2.

By producing this booklet and annual reports of achievement against the Scheme, we will share both national and local progress on race equality with our local communities and partners, enabling assessment nationally and locally.

4. The Race Relations (Amendment) Act 2000 and our duties

Race Relations (Amendment) Act 2000

The Race Relations (Amendment) Act was the Government's response to the Stephen Lawrence Inquiry. The main feature of the Act is that it imposes a "general duty" on public bodies, such as the CPS, to promote race equality. It also requires them to publish a Race Equality Scheme.

Detailed information on the Race Relations (Amendment) Act is available on the Commission for Racial Equality's website <http://www.cre.gov.uk/>.

The key features of the Act include:

- A general duty on public bodies, such as the CPS, to promote race equality by:
 - Eliminating unlawful racial discrimination
 - Promoting equal opportunities
 - Promoting good race relations between people of different racial backgrounds.
- CPS has to publish a Race Equality Scheme which sets out how it meets the duty
- CPS needs to assess its functions and policies for relevance to the duty to promote race equality

In addition, the Act places specific duties on the CPS including:

- Assessing and consulting on the likely impact of proposed policies on the promotion of race equality
- Monitoring policies for any adverse impact on promoting race equality
- Publishing the results of any assessments, consultations and monitoring
- Ensuring public access to the information and services it provides
- Training staff in connection with the general and specific duties

There is also a specific duty in relation to employment issues which requires the CPS to monitor:

- Staff in post
- Applicants for employment, training and promotion
- Staff receiving training
- Staff who benefit or suffer detriment as a result of performance assessments
- Staff involved in grievance procedures
- Staff subject to disciplinary procedures
- Staff ceasing employment

The CPS' national Race Equality Scheme, Building on Success — Delivering Race Equality covers the period 2005-08. It has been put in place following a complete review of the first Scheme in line

with the Commission for Racial Equality's assessment templates for race Equality Schemes, the Statutory Codes of Practice and related guidance.

The CPS national scheme is available at www.cps.gov.uk

or from:

Communications Branch
Headquarters
Crown Prosecution Service
50 Ludgate Hill
London EC4M 7EX

e-mail: publicity.branch@cps.gsi.gov.uk

5. About us, our equalities focus and approach

The CPS Vision

A new vision for the CPS has been agreed:

'The CPS aims to be a world-class independent prosecuting authority that delivers a valued public service, which:

- drives change and delivery in the Criminal Justice System
- strengthens the prosecution process to bring offenders to justice
- is a champion for justice and the rights of victims
- inspires the confidence of the communities it serves
- is renowned for fairness, excellent career opportunities and the commitment and skills of all its people

Delivery of this vision is supported by our values of fairness, impartiality and integrity.

Our Vision and Commitment in CPS Derbyshire

'From Crime to Justice'

CPS Derbyshire aims to be a first class prosecuting authority that delivers a quality service to the people of Derbyshire. We will:

- work closely with the police to improve the quality of investigation and decision making, in order to strengthen the prosecution process and bring more offences to justice;
- work closely with other agencies to drive forward change and improve performance within the criminal justice system;
- champion the rights of victims and provide the necessary support to enable victims and witnesses to play their part in delivering justice;
- be open and accountable, and inspire respect and confidence in the communities we serve;
- employ highly trained and motivated staff, representing the diverse communities in Derbyshire, who are committed to providing an outstanding and professional service.

In order to make this vision a reality we aim to ensure the policies we work to, and the services we provide, meet the needs of all our stakeholders, both internal and external.

At CPS Derbyshire we recognise and value the contribution all our staff. We are committed to fostering a working environment that is free from discrimination and prejudice, where everyone is given equal opportunity to develop and realise their full potential.

We recognise the benefits a diverse workforce can bring. Not only do we want CPS Derbyshire to be recognised as an employer of choice, we want to ensure that our staff profile is representative of the various communities within Derbyshire. This will enable us to provide a more effective service to our local communities, particularly in the way we respond to hate crimes.

The Crown Prosecution Service (CPS) — who we are and what we do

The Crown Prosecution Service (CPS) was set up in 1986 to prosecute criminal cases investigated by the police in England and Wales. The CPS is a department of central government which acts independently from the Government in accordance with statute — (Prosecution of Offenders Act 1985).

The head of the CPS is the Director of Public Prosecutions (DPP), who has overall responsibility for the service and its prosecutions. The DPP is superintended by the Attorney General who is accountable to Parliament for the CPS.

The CPS is a public authority for the purposes of the Human Rights Act 1998. In carrying out its role of criminal prosecutions, the Service must apply the principles of the European Convention on Human Rights in accordance with the Act.

The CPS is currently organised into 42 Areas across England and Wales matching police force boundaries. Each Area is headed by a Chief Crown Prosecutor who is responsible for the delivery of a high quality prosecution service to his or her local community. Each Chief Crown Prosecutor is supported by an Area Business Manager, and their respective roles mirror, at a local level, the division of responsibilities between the DPP and Chief Executive.

About CPS Derbyshire — who we are and what we do

We are committed to providing the people of Derbyshire with the highest possible standard of service. We rely heavily on the support of victims and witnesses of crime to help us bring offenders to justice. Therefore it's vital that we gain the trust and confidence of all the communities we serve, so we can work with them to ensure justice is achieved.

At all times we ensure that our prosecution decisions are free from bias or discrimination and that all defendants, victims and witnesses are treated fairly and with respect.

Our main office is based in St Peter's House in Derby. From here we divide our work on functional lines between the magistrates' court work and Crown Court work:

- Our North Criminal Justice Unit (NCJU) prosecutes cases at Chesterfield, Buxton and Glossop magistrates' courts.
- Our South Criminal Justice Unit (SCJU) prosecutes cases at Derby and Ilkeston magistrates' courts.
- Our Trials Unit prosecutes cases at Derby and Nottingham Crown Court.

Between April 2004 and March 2005 we dealt with 25,488 cases in the magistrates' courts and a further 2,512 cases in the Crown Court. Our conviction rate for the year stands at 95% in the Crown Court and 97% in the magistrates' courts.

At the year ending March 2005 we employed a total of 105 people , (lawyers, caseworkers and support staff) and operated within a budget provision of £6.5 million.

We launched the No Witness No Justice (NWNJ) project in Derbyshire in 2005 to ensure that victims and witnesses are better served by the criminal justice system, and that everyone has the opportunity to seek justice through the courts. This has involved the establishment of three witness

care units across the county providing dedicated and improved support for witnesses and victims. Staff in these units will provide witnesses with a needs assessment to identify any potential issues that may prevent them attending court to give evidence, such as childcare or transport problems, language difficulties, disabilities or particular concerns such as intimidation.

Contact Details for the Witness Care Units are:-

5th Floor
St Peter's House
Gower Street
Derby DE1 1SB
Tel.No. 01332 614001

Chesterfield Police Station
Beetwell Street
Chesterfield
Derbyshire S40 1QP
Tel.No. 01246 522569

The Crown Prosecution Service (CPS) — the people we serve

The communities we serve are increasingly diverse and reflect diverse experiences, aspirations and needs. We value this diversity and acknowledge that the experiences of minority groups are different from the supposed majority. We also recognise that experiences vary between groups, individuals and localities. We know that some groups are at particular and increased risk of exclusion and/or discrimination. These groups include (but are not limited to):

- Black and Minority Ethnic (BME) communities
- Disabled people
- Gypsy/traveller communities
- Lesbian, gay, bisexual and transgender (LGBT) communities
- Older people
- Young people
- Women
- Carers/dependants
- Religious/faith groups
- People on low income
- Asylum seeker/refugee communities

CPS Derbyshire — the people we serve

Derbyshire is a largely rural county covering some 1000 square miles, with a population of approximately 976,000 people.

Around 233,000 people live in the City of Derby itself, while each of the county's nine main towns

- Belper, Buxton, Chesterfield, Dronfield, Glossop, Ilkeston, Long Eaton, Ripley and Swadlincote - have populations of over 20,000; the largest concentration of population being in the Chesterfield area. Some 16% of Derbyshire's population live in sparsely populated rural areas, predominantly in the north of the county.

The BME population of Derbyshire is considerably less than the national average (9.1%). The main BME groups within the county are Pakistani, Indian and Black Caribbean and the vast majority of black and minority ethnic people live within the city of Derby. The Pakistani community is almost exclusively located in Derby, followed closely by both the Indian and Afro Caribbean communities. However the Indian community has a scattering of people throughout the county.

In the City itself the make up of the population is about 85% White and 15% from a BME background. Of these 9% classed themselves as Asian, 2% as Black, 2% as Mixed Race, 1.5% as Irish and 0.5% as Chinese. The main BME communities are resident within the wards of Normanton and Arboretum, where 48% and 50% respectively of the population class themselves as BME.

County-wide, only 1.5% of the population of Derbyshire classified themselves as non-white. Of the districts, only Erewash, Chesterfield and South Derbyshire have sizeable ethnic minority populations. The main black and minority ethnic group is Indian, which makes up 0.4% of the total population.

It is central to our success that the CPS holds public confidence and trust and is seen by all communities as their prosecution service acting fairly in the interests of justice and staffed by valued employees from across all communities.

We are committed to taking account of the diversity of the population we serve and the staff we employ and will work to eradicate exclusion and discrimination by promoting race equality in all we do.

CPS Equality and Diversity Strategy

This Race Equality Scheme summary booklet sits within our overall equality and diversity strategy

The CPS has recently introduced a new outcomes-focused equality and diversity policy statement and strategy after consultation with internal and external stakeholders. This details our commitments and strategic aims and how these we will be achieved.

The CPS' Equality and Diversity Policy and Equality and Diversity Strategy are available at: www.cps.gov.uk or from:

Communications Branch
Headquarters
Crown Prosecution Service
50 Ludgate Hill
London
EC4M 7EX
e-mail: pubicity.branch@cps.gsi.gov.uk

Recent CPS achievements on equality and diversity *(Please see our Race Equality Scheme for full details)*

Whilst coming late to the race equality agenda, the CPS has made significant progress. These achievements include:

- Equalities agenda well established
- High level leadership provides focus
- Nationally representative workforce in terms of ethnicity
- Linking engagement, prosecutions and employment
- Community engagement on hate crime policies
- External awards and recognition for our work on equality and diversity

Key challenges *(Please see our Race Equality Scheme for full details)*

- Whilst significant progress has been made, workforce under representation in terms of ethnicity exists in some CPS Areas and some occupations
- Addressing slightly lower satisfaction levels amongst Black and Minority Ethnic staff
- Introducing a new employee complaints procedure
- Addressing lower levels of Black and Minority Ethnic confidence in the Criminal Justice system and the CPS
- Closing the gap in unsuccessful outcomes for the prosecution of hate crimes compared to a comparable class of non-hate crimes. A hate crime performance target has been set to reduce unsuccessful outcomes to 36% overall over the next year. This varies slightly from Area to Area to reflect local performance

6. The performance context — what we are trying to achieve

Public Service Agreement (PSA) Targets

The Government has set challenging targets for the Criminal Justice System for the period 2005-06 to 2007-08 in the form of Public Service Agreement (PSA) targets. These include:

Targets for the Criminal Justice Sector

- Reassure the public, reducing the fear of crime and anti-social behaviour, and building confidence in the criminal justice system without compromising fairness. This target contains a specific element in relation to building confidence of Black and Minority Ethnic communities.
- Improve the delivery of justice by increasing the number of crimes for which an offender is brought to justice to 1.25 million by 2007-08.

Targets for the whole of the Civil Service

- Increase voluntary and community engagement, especially amongst those at risk of social exclusion.
- Reduce race inequalities and build community cohesion.

Key measures of success

CPS measures of success — broad outcomes we are trying to achieve include:

- Increased levels of public confidence across all communities including improvement amongst communities with lower levels of confidence
- Increased levels of victim and witness satisfaction across all communities
- Prosecution decisions free from bias or discrimination
- Increased success in prosecuting hate crimes
- Increased employee satisfaction across all groups of employees
- A workforce which represents communities at all levels
- A workforce where there no differences in employees' experiences which we cannot justify
- A service that involves communities and staff and uses this involvement to improve how we work

Specific measures

Equality performance measures for all 42 CPS Areas are now integrated within the CPS Area Performance Review System. Two of the top 15 performance measures which directly relate to equality and diversity are:

- a measure on Hate Crime Prosecutions
- a measure on community engagement

In keeping with the CPS' commitment to mainstreaming equality and diversity, equality and diversity issues are also included in the assessment criteria for a range of other measures as follows:

- **Charging** — We will provide evidence by Area of use of pre-charge functionality on COMPASS Case Management System to record the ethnicity and gender of suspects/defendants.
- **Higher Court Advocates (HCA) deployment** — CPS will monitor and report on the diversity of HCA trainees and work to ensure that HCAs reflect the diversity of relevant application pools.
- **No Witness No Justice (NWNJ)** — We will provide details of NWNJ implementation in Area plans which include addressing equality and diversity in engagement, service provision and employment and in tracking victim and witness satisfaction.
- **Learning and Development** — We will provide details of who applies for and receives training at Area and Headquarters level.
- **COMPASS Case Management System (CMS)** — We will provide evidence by Area of flagging hate crimes on CMS.
- **Public Confidence of Black and Minority Ethnic communities in the Criminal Justice System** — CPS contributes to the criminal justice system work on raising public confidence of Black and Minority Ethnic communities. There are two measures within this overall target area.

The first relates to overall public confidence in terms of people who are very or fairly satisfied in the effectiveness of the CJS in bringing offenders to justice. The performance against the target for the baseline year (2002-03) is 38.6% and the required target for 2007-08 is 40%.

The second relates to Black and Minority Ethnic confidence and the measure focuses on the proportion of people who feel they would be treated worse by the five CJS agencies on the basis of their racial group. The exact method of measurement is being considered by the Home Office. The CPS will adopt this target and has set up work strands in relation to both the above targets. These include the roll out of No Witness No Justice, national and local community engagement and rigorous prosecution of hate crimes.

- **Victim and Witness Satisfaction within the Criminal Justice System** — a programme of improvements co-ordinated by the Office for Criminal Justice Reform (OCJR) to service delivery for victims and witnesses has been established. Future local performance will be measured

through the new Witness and Victim Evaluation Survey (WAVES) of local victim and witness satisfaction. The baseline satisfaction rating (2003-04) is 58%. The latest data show a satisfaction rating of 58.1% and the required target by 2007-08 is 60% satisfaction. Victim and witness data disaggregated by ethnicity and gender will be available nationally from the WAVES survey and additionally Black and Minority Ethnic satisfaction data will be available for six Areas of the country with the largest Black and Minority Ethnic population.

The above will provide essential data on victim and witness satisfaction including that of Black and Minority Ethnic communities.

We will also undertake special themed reviews which include an explicit focus on equality and diversity. In 2005-06 this will be:

- **Workforce representation** — our current workforce composition and targets in terms of Black and Minority Ethnic staff, nationally are:

A1 is the lowest grade SCS is the highest grade	April 2005 % BME staff in post	April 2008 % BME target
A1	12.08	Maintain performance
A2	17.88	Maintain performance
B1	14.4	Maintain performance
B2	14.34	Maintain performance
B3	8.16	9.0
B Trainee	46.43	Maintain performance
C1	32.93	Maintain performance
C2	12.97	12.0
D	9.95	10.0
E	9.23	11.0
Chief Crown Prosecutor	13.04	15.6*
Senior Civil Service	8.4	15.6*

*managed jointly as a joint target
BME — Black and Minority Ethnic

These are published in the Annual Equalities in Employment Report available at www.cps.gov.uk

At CPS Derbyshire we will be setting our local workforce targets by April 2006

7. Our key functions

The key functions in relation to service provision are:

- Advice to Police and undertaking Statutory Charging
- Reviewing and Deciding on Cases
- Preparing cases for Magistrates' Courts and Crown Courts
- Presenting Cases in Court
- Working with our Partners to improve the effectiveness and efficiency of and public confidence in the criminal justice system

Identifying and assessing key functions

Nationally we have undertaken a comprehensive exercise to identify and assess our key functions for relevance to race equality drawing on the Commission for Racial Equality's guidance and our own community consultation. This is attached at Appendix 1.

Arrangements for assessing and consulting on the likely impact of proposed policies on the duty to promote race equality

As noted earlier, the CPS is a single national service and as such policy is developed nationally and applies corporately across the whole service and all Areas.

In this context all impact assessments will be conducted at a national level.

8. Key aspects of the National Scheme

Year 1 Impact Assessments

As part of our national Scheme, we will impact assess the following in Year 1:

No Witness, No Justice — *Partial*

Mode of Remand project (Disproportionality in bail representations — *Partial*)

Prosecution Role in Sentencing — *Initial*

Prosecution of certain cases of HIV transmission — *Initial*

Diversion through Conditional Cautioning and Restorative Justice — *Partial*

Advocacy/Higher Court Advocates (HCA) Strategy — Employment Aspects — *Full*

Development of joint CPS/ACPO protocol for co-located workers to support

Statutory Charging — *Full*

E-Learning and Prosecution College — *Partial*

Development of Prosecution and Administration Workforce Strategy — *Partial*

Implementation of an improved Counseling and Support provision for CPS staff — *Initial*

Procurement — *Partial*

Treasury Council Review — *Partial*

Procuring external legal services from the Bar — *Partial*

Year 2 Impact Assessments

As part of our national Scheme, we will impact assess the following in Year 2:

Pre – trial Interviews with witnesses - *Initial*

Implementation of recommendations of the review of staff networks - *Initial*

Year 3 Impact Assessments

As part of our national Scheme, we will impact assess the following in Year 3:

Effective Trial Management Programme

Roll out of fully integrated career paths for lawyers and administrators —*Partial*

Monitoring of Existing Policies — Year 1

As part of our national Scheme, we will monitor the following in Year 1:

Racist and Religious crime and the Racist Incidents Monitoring System (RIMS)

Anti-social Behavior Orders (ASBOs)

Terrorism Prosecutions:

- Ethnicity of those charged with terrorist related offences
- Prosecution of breaches of control orders under the Prevention of Terrorism Act (2005)
- Selection of charges by CPS in relation to terrorist funding under the Terrorism Act (2000)

Prosecution Process/Casework Quality

Prosecution of Gun Crime

Review of reward and grading structure

Evaluation of revised recruitment and selection policy and processes (introduced in June 2004)

Revision of existing policies relating to discipline, underperformance, home working, contracts, childcare and age

Review of staff networks

Monitoring of Existing Policies — Year 2

As part of our national Scheme, we will monitor the following in Year 2:

Direct Communications with Victims

Domestic Violence

Human Trafficking/Immigration Crime

Translation and Interpretation

Community engagement/public confidence in the CPS

Transform

Evaluation of the outsourced counseling and support service provision

Staff survey 2006 – Results analysis

Implementation of new reward and grading structure

Evaluation of organizational change policy

Monitoring of Existing Policies — Year 3

As part of our national Scheme, we will monitor the following in Year 3:

Speaking Up for Justice/Special Measures

Proceeds of Crime Act (POCA)

Staff Survey 2006 — Implementation of 2006 survey and scoping 2008 survey

Evaluation of the new reward and grading structure

Appendix 1

List of Functions and Policies Assessed for Relevance to the Race Equality Duty

The questions, tools and evidence used to prioritise the list of policies for relevance to race equality are detailed below.

- 1. Is it relevant to the general duty?**
- 2. How relevant is it?**
- 3. What is the feedback from the following community engagement and consultation?**
- 4. What are the wider issues, agenda, opportunities and challenges over the next three years?**
- 5. How do the priorities match/ fit with the overall organisational priorities?**

The numbers 1 to 5 in the last column headed "Questions tools and evidence used" in the table on pages 20 to 24 identify which of the five criteria above are relevant to the assessment.

List of functions and policies assessed for relevance to the general duty			
Function	Policy	Relevance	Questions, tools and evidence used
Prosecutions	No Witness No Justice	Higher	1, 2, 3, 4, 5
	Mode of remand (Bail representation)	Higher	1, 2, 3, 4, 5
	Prosecution role in sentencing	Higher	1, 2, 3, 5
	Conditional cautioning/diversion	Higher	1,3, 4, 5
	Prosecution of gun crimes	Higher	11, 2, 3, 4, 5
	Pre-trial interviews with witnesses	Higher	1, 3, 4, 5
	Restorative justice	Medium	1, 3, 5
	Effective Trial Management	Lower	1, 4, 5
	Racially and religiously aggravated crime and Racial Incidents Monitoring System (RIMS)	Higher	1, 2, 3, 4, 5
	Anti-social Behaviour Orders (ASBOs)	Higher	1, 2, 3, 4, 5
	Terrorism prosecutions	Higher	1, 2, 3, 4, 5
	Prosecution process / casework quality	Medium	1, 3, 5
	Direct communication with victims	Higher	1, 2, 3, 4, 5
	Domestic violence prosecutions	Higher	1, 2, 3, 4, 5
	Human trafficking / immigration crime	Higher	1, 3, 4, 5
	Speaking up for Justice / Special measures	Medium	1, 3, 4, 5
	Proceeds of crime	Medium	1, 2, 5
	Use of expert witnesses	Medium	1, 2, 3, 5
	Communication with victims at court	Higher	1, 2, 3, 4, 5
	Review of assaults, including reasonable chastisement	Medium	1, 2
	HIV issues	Higher	1, 2, 3, 4, 5
	Child witnesses	Lower	1, 2
	Child prostitution	Lower	1, 2
	Internet paedophilia	Lower	1, 2
	Prosecution of teachers	Lower	1, 2
	Shaken baby syndrome	Lower	1, 2
	Community Justice Centres	Higher	1, 2, 3, 4, 5
	Conditional cautions	Higher	1, 2, 3, 4
	Fixed penalty notices	Medium	1, 2

List of functions and policies assessed for relevance to the general duty			
Function	Policy	Relevance	Questions, tools and evidence used
	Statutory Charging	Higher	1, 2, 3, 4, 5
	Dangerous offenders	Medium	1, 2, 5
	Hearsay	Lower	1
	Non-jury trials	Medium	1, 2, 3
	Re-trials	Medium	1, 2, 3
	Prosecution appeals	Lower	1, 2
	Bad character	Medium	1, 3, 5
	Homophobic crime	Medium	1, 2, 3, 5
	Incitement to racial hatred	Higher	1, 2, 3, 4, 5
	Data Protection Act	Lower	1, 2
	Freedom of Information Act	Lower	1, 2
	Extradition	Higher	1, 2, 3, 4, 5
	Mutual Legal Assistance	Lower	1
	Corruption	Lower	1, 2
	Human Rights Act	Higher	1, 2, 3, 4, 5
	Corporate manslaughter	Lower	1
	Assisted suicide	Lower	1
	Deaths in custody	Higher	1, 2, 3, 4, 5
	Work-related deaths	Medium	1, 2, 3
	Road traffic deaths	Lower	1
	DNA guidance	Lower	1
	Fraud including identity fraud	Medium	1, 2
	Postal charging	Lower	1
	Code for Crown Prosecutors	Higher	1, 2, 4
	Professional legal privilege	Lower	1
	National protocol on use of colposcopes	Lower	1
	Football banning orders	Higher	1, 2, 3, 4, 5
	Crime in sport	Lower	1
	Youth justice	Higher	1, 2, 3, 4
	Trespass on Ministry of Defence property	Lower	1
	Hunting	Lower	1

List of functions and policies assessed for relevance to the general duty			
Function	Policy	Relevance	Questions, tools and evidence used
	Use of cannabis	Medium	1, 2, 3, 5
	Drugs intervention policy	Medium	1, 2, 3
Human Resources	HCA's selection for training places/success in training	Higher	1, 2, 3, 4, 5
	Joint CPS/ACPO protocol for co-located workers to support Statutory Charging	Higher	1, 2, 3, 4, 5
	Prosecution College (incorporates Law Scholarship Scheme, Transform, e-learning opportunities and will become the vehicle for conveying all CPS training)	Higher	1, 2, 3, 4, 5
	Prosecution and Administrative Workforce Strategy	Higher	1, 2, 3, 4, 5
	Counselling and Support Service for staff (to be outsourced from July 05)	Medium	1, 2, 3, 5
	Integrated career paths for lawyers and administrators	Higher	1, 2, 3, 4, 5
	Review of CPS Staff Networks	Higher	1, 2, 3, 4, 5
	Review of reward and grading structures	Higher	1, 2, 3, 4, 5
	Bi-annual Staff Survey	Higher	1, 2, 3, 4, 5
	Core competency framework	Higher	1, 2, 3, 5
	Occupational Health provision	Higher	1, 2, 3, 4
	Equality and diversity complaints procedure	Higher	1, 2, 3, 4, 5
	Employee relations machinery (Whitley Councils, facilities agreement etc)	Higher	1, 2, 3, 4, 5
	Senior Civil Service Pay System	Medium	1, 2, 3
	Pay Systems A-E	Medium	1, 2, 3
	Recruitment and selection policy	Higher	1, 2, 3, 4, 5
	Discipline, inefficiency and grievance policy	Higher	1, 2, 3, 4, 5
	Flexible working policies	Medium	1, 2, 3, 5
	Childcare policy	Medium	1, 2, 3, 4, 5
	Performance Appraisal	Higher	1, 2, 3, 4, 5

List of functions and policies assessed for relevance to the general duty			
Function	Policy	Relevance	Questions, tools and evidence used
	Organisational Change Policy	Higher	1, 2, 3, 4, 5
	Employee expenses policies (travel and subsistence, excess fare, transfers and removals)	Medium	1
	Staff conduct (incl. political activities etc)	Medium	1, 2, 3
	Probation	Higher	1, 2, 3, 4, 5
	Personal injury and compensation	Lower	1
	Whistleblowing	Higher	1, 2, 3, 4, 5
	Age retirement, early retirement and severance	Higher	1, 2, 3, 4, 5
	Resignation and termination	Higher	1, 2, 3, 4
	Deputising and temporary promotion	Higher	1, 2, 3, 4, 5
	Leave and attendance (incl. annual leave, special leave, sick leave, maternity and paternity and adoption leave, hours of work)	Higher	1, 2, 3, 4
	Career breaks	Medium	1, 2, 3
Equality and Diversity	Flexible working and alternative working patterns	Higher	1, 2, 3
	Equality and Diversity Policy Statement	Higher	1, 2, 3, 4, 5
	Equality and Diversity Strategy	Higher	1, 2, 3, 4, 5
	Race Equality Scheme	Higher	1, 2, 3, 4, 5
	Employment equality regulations — religion or belief	Higher	1, 2, 3, 4, 5
	Employment equality regulations — sexual orientation	Higher	1, 2, 3, 4, 5
	Tackling domestic violence at home and work	Higher	1, 2, 3, 4, 5
	Community Engagement Strategy	Higher	1, 2, 3, 4, 5

List of functions and policies assessed for relevance to the general duty			
Function	Policy	Relevance	Questions, tools and evidence used
Procurement and Partnerships	Procurement Guide	Higher	1, 2, 3, 4, 5
	Guide to contract management	Higher	1, 2, 3, 4, 5
	Procurement of management consultants and other professional services	Higher	1, 2, 3, 4, 5
	Treasury Counsel policy	Higher	1, 2, 3, 4, 5
	Procuring external legal services from the Bar	Higher	1, 2, 3, 4, 5
Other	Translation and interpretation	Higher	1, 2, 3, 4, 5
	Complaints and correspondence handling	Higher	1, 2, 3, 4, 5
	Departmental Resource Accounting Manual	Lower	1
	Health and Safety policy	Higher	1, 2, 3
	CPS COMPASS services	Higher	1, 2, 3, 4, 5

Supporting the National Scheme in CPS Derbyshire during 2005-08

Appendix 2

Action	Responsibility	Timescale
All managers at CPS Derbyshire to effectively promote race equality and ensure their staff are aware of appropriate standards of behaviour and their obligations as laid out in our 'Dignity at Work' booklet and Equality Statement	CCP/Unit Heads / Line Managers	Ongoing
All managers to be trained in how to identify and tackle inappropriate and discriminatory behaviour, and to be fully conversant with our grievance procedures and how to deal with any complaints	CCP / ABM / Unit Heads	Annual basis
Promote the CPS as an employer of choice and actively encourage applications from all sections of the community. Use recruitment and selection monitoring data to inform the process	ABM/ACM	April 2005 – March 2008
Monitor our training and development programmes to ensure that BME staff are encouraged to take advantage of career progression and professional development opportunities, and identify any barriers to advancement	ABM	Rolling programme from April 2005
Ensure all new staff are completing their equality and diversity training as part of the CPS Derbyshire induction programme	ABM / Line Managers	Annual basis
Explore future involvement opportunities with BME mentoring programmes such as PATRA and the Ethnic Minority Undergraduate Scheme (run by the University of Derby)	ABM	Annual review
Carry out monitoring of hate crime cases and analysis of failed hate crime cases, with a view to reducing the percentage of hate crimes that have unsuccessful outcomes	ABM/Unit Heads	Monthly basis

Action	Responsibility	Timescale
<p>Explore opportunities to form and foster sustainable relationships with a wide range of local BME organisations</p>	<p>ACM/Unit Heads</p>	<p>April 2005 and ongoing</p>
<p>Take steps to engage in regular dialogue with local BME communities, including the establishment of more formal, mutually beneficial channels of communication. In particular, we will:</p> <ul style="list-style-type: none"> • work with schools and other educational establishments, again in order to inform students about our role, but also to promote the CPS as an equal opportunities employer and an employer of choice. This will include the provision of work experience placements to schools from across the county, including those in wards with a higher number of BME residents; • proactively identify opportunities for CPS Derbyshire to be involved in community engagement activities and events involving BME groups; • hold meetings with community groups / leaders to gain feedback on the service we provide. We will also seek opportunities to gather information from and consult with these groups in order to improve our ways of working and continually consider the needs of the communities on whose behalf we work. 	<p>ACM/Unit Heads</p>	<p>Quarterly</p>
<p>Establish CPS representation on any relevant working groups (such as Hate Panels, Area Forums etc)</p>	<p>ACM / Unit Heads</p>	<p>Ongoing</p>
<p>Maintain the 'Derbyshire Directory', which lists community groups across the county, along with details of their activities and key contacts – to be used as a tool for contacting BME groups to facilitate representation on working groups and community consultation</p>	<p>ACM</p>	<p>Ongoing</p>
<p>Publish details of our commitment to race equality on the CPS Derbyshire website</p>	<p>ACM</p>	<p>Six monthly basis</p>

Action	Responsibility	Timescale
<p>Organise staff awareness-raising sessions on cultural diversity / equal opportunities to inform our staff about the issues concerning particular sections of our community and how these might impact on our role and our ability to successfully prosecute cases</p>	<p>ACM / Designated Lead Officers</p>	<p>Starting April 2005</p>
<p>Explore ways to work in partnership with our colleagues within the criminal justice system to promote our commitment to race equality and tackling race hate crime. Such joint initiatives include:</p> <ul style="list-style-type: none"> • publication of the 'True Vision' self reporting packs, which encourage the public to report racially motivated crime; • Prosecution Team Performance Management meetings with police colleagues at divisional level to analyse race hate crime cases, identify issues where cases fail and discuss possible resolutions; • cross agency working with colleagues from across all criminal justice agencies in Derbyshire to address BME confidence (both staff and service users) as part of the Derbyshire Criminal Justice Board Confidence Sub-Group. • promote CPS policies on prosecution of hate crime throughout the community in order to increase reporting of hate crimes <p>Achieve/exceed the national targets for conviction rates of racial and religiously aggravated crimes and to achieve this through greater use of in house specialist advocates to prosecute sensitive casework</p>	<p>CCP / ABM / ACM</p> <p>Area Management Team / Lawyers and Caseworkers</p>	<p>Six weekly basis</p> <p>Monthly basis</p>
<p>Deliver improved casework quality through compliance with the national case work quality assurance system</p>	<p>Unit Heads</p>	<p>Ongoing</p>
<p>Strengthen and promote two-way communications by attendance at multi agency forums and community consultation forums (outlined below)</p>	<p>CCP / ABM / ACM</p>	<p>Bi-monthly</p>

Action	Responsibility	Timescale
<p>Share RIMS Statistics with the Racial Equality Council and Local Criminal Justice Board to illustrate our openness when prosecuting crime with a racial element</p>	<p>ACM</p>	<p>Annually</p>
<p>Participate with events and initiatives undertaken by the wider community in Derbyshire. Liaise with the Learning and Skills Council, Local Education Authority, Borough Councils, Primary Care Trusts and other agencies committed to equality and diversity in the county, maximising the coverage the CPS gets both to the general public and specific communities</p>	<p>CCP / ABM / ACM / Staff</p>	<p>April 2005 to March 2008</p>