



CPS

Single Equality Scheme

2010/11

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Foreword by the Director of Public Prosecutions and Chief Executive

We are delighted to introduce our Single Equality Scheme for 2010/11. This scheme represents an interim plan that takes us to April 2011 when the provisions of the Equality Act come into effect. However, the shorter than usual duration of the scheme makes it no less significant than previous schemes.

Securing the confidence of the communities that we serve is of utmost importance. We must therefore continuously strive to embed equality into our work, our thinking, our planning, our decisions and actions in relation to our prosecution and employment practices.

Our recently introduced Core Quality Standards were widely consulted on and have for the first time established comprehensive new standards across all activity, standards which are underpinned by equality and diversity.

Naturally, we have to remain mindful of the challenges ahead. We have some success to report but are far from complacent as we recognise the need to refresh our approach in order to build on these successes. There is much within the current scheme that represents business as usual, regular commitments with regard to monitoring and review. There are also many new commitments, identified as a result of progress as well as consultation with communities and staff.

We have a new Equality Act which will help streamline approaches and ensure that the reality of lived experience is reflected across public services. We recognise the importance of looking across the various equality strands from the perspective of victims, witnesses and defendants who may belong to several different communities. In order to encourage people from diverse communities to report crime, to give their best evidence and to stay with the prosecution process to its conclusion, we need to respond to the complex nature of how different people experience crime and the different impact it has on their lives.

We have made significant progress in recent years. The interim Single Equality Scheme represents the next stage in maintaining momentum. The scheme provides a framework by which we will continue to listen to and work with others to achieve real change and make a real difference.

Keir Starmer QC
Director of Public Prosecutions

Peter Lewis
Chief Executive

Introduction

On 1 January 2010 the CPS merged with the RCPO. This scheme sets out how our newly-merged organisation will continue to tackle discrimination and promote fairness and equality. The scheme is for one year only. This is because at the time the scheme was being developed there was a degree of uncertainty concerning future legislation. As any changes affecting public bodies brought about by the enactment of the Equality Bill will not come into force until spring 2011, the CPS decided to produce an interim, one year scheme. During 2010 we will be preparing our next three-year scheme for the period 2011-14. That scheme will fully address any new legislative requirements.

We have worked in partnership with a wide range of community groups to help us shape this scheme from the onset and consulted our staff and the wider public. In many cases, we have been able to address the issues people have raised. In other cases, mindful of the fact that this is only a one-year scheme, we have had to note some observations and we will refer to these during the preparation of our next scheme.

Since the publication of our first Single Equality Scheme (2006-10) there has been some progress in relation to both prosecutions and employment. The conviction rate for domestic violence rose from 60 per cent in 2005/06 to 72 per cent in 2008/09. The conviction rate for racist and religious crime rose from 74 per cent in 2005/06 to 82 per cent in 2008/09. The CPS exceeds the Civil Service targets for women, black and ethnic minority and disabled staff at senior grades. The CPS participated in the Cabinet Office pilot on religion or belief and sexual orientation employment monitoring. In 2008, guidance on the prosecution of crimes against older people was produced. We have also published guidance on prosecutions involving children and young people as victims or witnesses.

Progress has been made but there is still much to be done. There are many areas that the CPS needs to improve on, as reflected in the feedback we have had from communities in the development of this scheme. This scheme and our action plan are focussed on addressing those issues and we will continue to work with our community partners, with our staff and with our statutory partners to meet our equality and diversity objectives and to comply with all public sector duties.

About the CPS and our approach to equality and diversity

1.1 This section sets out what we do, what our organisation looks like, and what our approach to equality and diversity is.

What we do

1.2 The CPS is the principal public prosecution service for criminal cases in England and Wales. In undertaking this role, the CPS:

- advises the police during the early stages of investigations;
- determines the appropriate charges in all but the most routine cases;
- keeps all cases under continuous review and decides which cases should be prosecuted;
- prepares cases for prosecution in court and prosecutes the cases with in-house advocates, or instructs agents and counsel to present cases;
- provides information and assistance to victims and prosecution witnesses;
- engages with communities to help improve our work; and
- addresses offending using out-of-court alternatives or 'disposals' where appropriate.

What the organisation looks like

1.3 The structure of the CPS is as follows:

- the Head of the CPS is the Director of Public Prosecutions;
- the Director of Public Prosecutions is superintended by the Attorney General, who is accountable to Parliament for the CPS;
- the Head of Administration is the Chief Executive;
- the CPS is organised into 42 geographical Areas across England and Wales that broadly cover county boundaries;
- the 42 CPS Areas are organised into 13 larger regions or Groups;
- there is an out-of-hours service for the police to contact to get advice on cases outside office hours;
- the CPS employs just under 9,000 people; and
- in 2008/09, the CPS prosecuted 1,032,598 cases. The vast majority of these cases were successful (more than 86 per cent).

1.4 Much more information about the CPS can be found at www.cps.gov.uk or by writing to: Public Correspondence Unit, Crown Prosecution Service, Rose Court, 2 Southwark Bridge, London SE1 9HS, or by telephoning 020 3357 0899. Alternatively you can email enquiries@cps.gsi.gov.uk. More information about the criminal justice system can be found at www.cjsonline.gov.uk/.

The people we serve

1.5 We are increasing our understanding of the diversity of the communities we serve: their experience, their aspirations, their needs. We value this diversity and acknowledge that the experiences of traditionally under-represented groups and target equality groups are different from the supposed majority. We also recognise that experiences vary between groups, individuals and localities and within 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):

- Asylum seekers and refugees
- Black and minority ethnic people
- Carers/Dependants
- Gypsies and Travellers
- Lesbian, gay, and bisexual people
- New migrants
- Older people
- People on low income
- Disabled people
- People with non-religious beliefs
- Prisoners and ex-offenders
- Religious or faith groups
- Trans people
- Women
- Young people

About our Single Equality Scheme

1.6 Our first Single Equality Scheme covered the period 2006-2010 and was launched in December 2006. The scheme can be downloaded from our website at www.cps.gov.uk/publications/docs/ses_2006_2010.pdf. The Single Equality Scheme is a strategy and action plan to meet the requirements of a number of statutory duties placed on public bodies. These are summarised below.

1.7 The Race Equality Duty sets out the following responsibilities:

- a) eliminate unlawful discrimination;
- b) promote equality of opportunity; and
- c) promote good relations between people of different racial groups.

1.8 The Disability Equality Duty sets out the following responsibilities:

- a) eliminate unlawful discrimination;
- b) eliminate harassment targeted at disabled people;
- c) promote equality of opportunity between disabled people and others;

- d) take steps to take account of disabled people's disabilities, even where that involves treating them more favourably than others;
- e) promote positive attitudes towards disabled people; and
- f) encourage participation by disabled people in public life.

1.9 The Gender Equality Duty sets out the following responsibilities:

- a) eliminate unlawful sex discrimination including discrimination on the grounds of gender re-assignment;
- b) eliminate harassment; and
- c) promote equality of opportunity between men and women.

1.10 This Single Equality Scheme also reflects our policy commitments in areas where there are no statutory equality public duties at present, i.e. age, sexual orientation and religion and belief. (The Equality & Human Rights Commission (EHRC) recommends that public bodies apply any provisions for transsexual people to those who define as transgender as well). There is, however, other legalisation covering these areas which places a responsibility on all sectors not to discriminate. Information about all equality legislation can be accessed on the Equality and Human Rights Commission website at www.equalityhumanrights.com.

Our approach to equality and diversity

1.11 For the CPS, equality and diversity is about more than just meeting our statutory requirements. Equality and diversity is fundamental to delivering fair prosecutions, achieving equitable employment practice and building the confidence of all the communities we serve.

Our equality and diversity aims are to:

- a) make prosecution decisions free from bias or prejudice;
- b) improve the service for all victims and witnesses and measure how satisfied they are;
- c) increase success in prosecuting hate crimes;
- d) increase success in prosecuting violence against women crimes (see Annex D for further detail);
- e) develop a service that involves diverse communities and uses this involvement to improve how we work;
- f) increase employee satisfaction;
- g) achieve a workforce which represents communities at all grades and levels; and
- h) communicate with and involve diverse staff at all levels and use the results to improve how we work.

1.12 We recognise the importance of looking across the various equality strands from the perspective of victims, witnesses and defendants who may belong to several different communities. For example, the impact of hate crime on a disabled black person or the impact of domestic violence on a gay man will be multilayered and complex. In order to

encourage people from diverse communities to report crime, to give their best evidence and to stay with the prosecution process to its conclusion, the CPS needs to respond to the complex nature of how different people experience crime and the different impact it has on their lives.

- 1.13 The CPS seeks to follow the social model of disability whereby the focus is on societal/organisational barriers that disadvantage, disempower and disable people because of their impairments. Our objective, therefore, is to ensure that all victims and witnesses have equal access to justice by removing barriers that might prevent that equal access. Those barriers may be physical or attitudinal. They may be about perception, prejudice or ignorance or they may be about organisational culture.

How we involved and consulted people

2.1 By involvement we mean including stakeholders at the onset of developing our scheme and throughout its various drafts. By consultation we mean asking for people's views on our proposals for inclusion in our scheme.

How we involved and consulted communities

- We set up a Joint Project Board including community organisations representing all equality strands.
- We set up a Disability Involvement Group including disabled people from community and other relevant organisations.
- We held a workshop to consider the public consultation document.
- We ran a 12-week public consultation process during which members of the public were able to lodge their comments by email or post.
- We invited every organisation on the CPS Equality and Diversity Unit database to comment on the public consultation document.
- We invited the CPS Community Accountability Forum to comment on the public consultation document.
- We invited members of our regional (Group) and Area engagement forums to comment on the public consultation document.

How we involved and consulted staff

- All three of the CPS' Staff Networks, namely the Disability Staff Network, the LGBT Staff Network and the National Black Crown Prosecution Association, were represented on the Joint Project Board. Additionally, the Disability Staff Network was also represented on the Disability Involvement Group.
- The Equality and Diversity Unit worked with staff network representatives to look at effective ways to consult with network members during the main 12-week public consultation period.
- All CPS staff were able to log onto the public consultation document during the 12-week consultation period and email in their comments.
- A consultation meeting was held with the CPS trade unions and they were also invited to comment on the consultation document.
- Managers were encouraged to discuss the public consultation document with their staff during team meetings.
- We used the results of five regional staff focus groups that took place during 2008 to inform the scheme.

Other consultation

2.2 We also consulted with our partners in the criminal justice system and with other relevant agencies:

- Association of Chief Police Officers
- Attorney General's Office
- Equality and Human Rights Commission
- Government Equalities Office
- Home Office
- Ministry of Justice
- National Police Improvement Agency
- Office for Criminal Justice Reform

Our Single Equality Scheme:

Key commitments and action plan

Section A: Key Commitments

3.1 This section sets out our commitments to:

- Equality impact assessments
- Monitoring policies for adverse impact
- Publishing the results of assessments, consultations and monitoring
- Arrangements for ensuring public access to information and service
- Using procurement to promote equality

Equality Impact Assessments.

3.2 The CPS has recently reviewed its equality impact assessment procedure in light of guidance published by the EHRC (Equality Impact Assessment Guidance: November 2009). Our new procedure, together with guidance, will be distributed throughout the organisation during May and June 2010.

3.3 Training on the new procedure started in March 2010 for Area Business Managers. Further training will be provided for equality and diversity staff, Staff Network officials and for key staff in HQ directorates during 2010/11.

3.4 Responsibility for undertaking equality impact assessments rests with the relevant service. In relation to human resources and employment-related impact assessments, advice to managers will be given by the Human Resources Directorate. For all other impact assessments, advice will be provided by the Equality and Diversity Unit.

3.5 The equality impact assessments that we have conducted and which are completed are available on our website at www.cps.gov.uk/publications/equality/eia/index.html. The equality impact assessments we propose to undertake during 2010/11, and other activities related to equality impact assessments, are set out in section B below.

Monitoring policies for adverse impact

3.6 In line with equality legalisation, the CPS is committed to monitoring the impact of its existing policies and functions where they have been screened as relevant to the equality public duty. Annex B lists those policies and functions assessed as relevant. Where new policies and functions have been introduced, an assessment will take place by the end of 2010 as part of the drafting process for the next three-year Single Equality Scheme.

All our key human resource functions will continue to be monitored, as well as key service functions such as charging. A full list of the policies and functions we propose to continue to monitor are set out in section B below. We will continue to seek ways to improve the range and quality of data collected along with the most appropriate mechanisms for doing so.

Publishing the results of assessments, consultations and monitoring

3.7 We are committed to publishing the results of assessments, consultations and monitoring as this will increase our openness, allow us to demonstrate our commitment and enable stakeholders to assess our performance. This information is made available to the public by the publication of a variety of documents and reports on our website www.cps.gov.uk. For example, our Annual Equalities in Employment Report provides details of our workforce monitoring data. We also publish hate crime data, our impact assessment reports and our strategic and business plans. Copies of documents in alternative formats will be provided on request.

Arrangements for ensuring public access to information and services

3.8 We are aware that members of the public may experience barriers to accessing information and services. We currently have arrangements in place to enable us to identify the information and service needs and service experiences of the public. These include but are not limited to:

- The Witness and Victims Evaluation Survey (WAVES)
- Local CPS Area victim and witness satisfaction surveys and feedback from local Witness Care Unit service users
- Face-to-face, telephone, correspondence and internet contact with the public
- Complaints monitoring
- Community engagement, consultation and research with public, voluntary and community organisations and forums

3.9 Where barriers to accessing information and services are identified, we will (following consultation with relevant communities) take necessary action to review and remove these.

Using Procurement to promote equality

General Procurement

3.10 The CPS purchases a variety of works, goods and services. The procurement function has been assessed as relevant to the public duties to promote equality. Our aim is to ensure that consideration is given to our race, gender (including gender reassignment) and disability duties and other equality strands at the earliest stages of the procurement

process. To achieve this we have embedded equality and diversity factors into our procurement strategy and all policy documentation. Our guidance to managers procuring on behalf of the CPS and our leaflet about selling to government are both on the CPS website www.cps.gov.uk.

- 3.11 Staff receive training on our duties, as they relate to procurement, and our procurement policy also requires our suppliers to comply with the positive and anti-discrimination aspects of the relevant equality legislation.
- 3.12 As a consequence of an equalities impact assessment completed in advance of the new duties coming into force, we identified key areas for action which we have largely achieved over the last few years. Our intended actions are listed below and have been informed through a review completed in 2009 for sustainability (corporate social responsibility) which included equality promotion requirements.
- 3.13 Key areas for action:
- Update of information provided on website in relation to the EHRC Code of Practice.
 - Creation of peer champions within centralised procurement to promote changes and update all tiers of specialists.
 - Require non-centrally negotiated procurement activity to be logged and supplier's agreements to our equality requirements collated and sent to the Procurement Section.
 - Continued training for all staff involved in procurement work so that they understand the provisions of the equality legislation and its relevance to their area of work.

Procurement – using the services of the Bar Council

- 3.14 The CPS and Bar Council jointly launched the CPS Equality and Diversity Expectations Statement for the Bar in 2007. This sets out clear equality and diversity standards for Chambers undertaking or seeking to undertake work on behalf of the CPS. The standards reflect the regulatory requirements already in place of both the Bar's Code of Conduct and the Equality and Diversity Code for the Bar.

Introduction

The purpose of this section of the scheme is to demonstrate how we propose to address all equality strands and the general and specific duties of the different equality legislation. The objectives and actions set out below combine objectives and actions carried forward from our previous Single Equality Scheme (2006-10) and new objectives and actions developed as a result of our consultation process.

- a) Carried Forward – continuous i.e. legal requirement, corporate commitment
- b) Carried Forward – unfinished business
- c) New objectives/actions

Common Actions

Relating to more than one strand

| Action | Responsibility | Timescale |
|---|---|---------------------------------------|
| General | | |
| C1a Prepare a three-year Single Equality Scheme for the period 2011-14. | Director of Equality and Diversity | |
| C2b Publish final report on the current Single Equality Scheme 2006-10. | Director of Equality and Diversity | June 2010 |
| C3a CPS Groups (regions) to address key equality issues relevant to local community and staff concerns as part of their business planning. | All CPS Areas | In line with business planning cycles |
| C4a Maintain the Community Accountability Forum to oversee progress on the implementation of the Single Equality Scheme 2010/11 and preparation of the 2011-14 scheme. | Director of Equality and Diversity | CAF to meet quarterly |
| C5a Review functions and policies relevant to the general public duties as part of the development of the Single Equality Scheme 2011-14. | Director of Equality and Diversity All HQ Directors | December 2010 |
| C6a Produce regular positive attitude articles on equality matters in the CPS Eye Witness magazine and other CPS publications. | Director of Equality and Diversity Director of Human Resources, Head of Strategic Communication | 2010/11 & ongoing |
| Access to Justice (Prosecutions, victims, witnesses and engagement) | | |
| C7a Equality impact assess: <ul style="list-style-type: none"> • Charging. • Procurement including services from the Bar. • Strategic Stakeholder Management Project. | Chief Operating Officer Director of Equality and Diversity Director of Finance | Report to CAF 2010/11 |

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| <p>C8a Monitor prosecution cases in relation to:</p> <ul style="list-style-type: none"> • Hate crime • Violence Against Women, • Crimes against older people <p>Continue to produce annual reports.</p> | <p>Chief Operating Officer Director of Equality and Diversity</p> | <p>Report to CAF 2010/11</p> |
| <p>C9a Continue to set targets for reducing the number of unsuccessful prosecutions for all hate crimes and Violence Against Women.</p> | <p>Director of Equality and Diversity Chief Operating Officer</p> | <p>2010/11</p> |
| <p>C10c Implement the new guidance published in March 2010 on the use of the section 146 (See annex D) 'flag' to identify relevant cases.</p> | <p>Chief Operating Officer Director for Equality and Diversity</p> | <p>2010/11</p> |
| <p>C11c Work with CPS Group equality and diversity staff to consider effective ways of promoting awareness of section 146 through community engagement work. Methods used need to be appropriate to the needs of communities targeted.</p> | <p>Director of Equality and Diversity</p> | <p>2010/11</p> |
| <p>C12a Continue to work with communities across all equality strands to help improve reporting rates and prosecution outcomes for hate crimes and Violence Against Women.</p> | <p>Director of Equality and Diversity Director of Strategy and Policy</p> | <p>Ongoing</p> |
| <p>C13a Monitor cases of incitement to racial hatred, religious hatred, and hatred on the grounds of sexual orientation.</p> | <p>Chief Operating Officer Director of Equality and Diversity</p> | <p>Provide update in SES progress reports</p> |
| <p>C14a Monitor:</p> <ul style="list-style-type: none"> • The take-up of special measures by victims and witnesses. • Direct Communications with Victims. | <p>Chief Operating Officer</p> | <p>Provide update in SES progress reports</p> |
| <p>C15a Monitor Terrorism Prosecutions in relation to:</p> <ul style="list-style-type: none"> • The ethnicity of those charged with terrorist related offences • The prosecution for breaches of control orders under the Prevention of Terrorism Act 2005. | <p>Head of Counter Terrorism</p> | <p>Provide update in SES progress reports</p> |
| <p>C16a Monitor cases of deaths in custody.</p> | <p>Head of Special Crime</p> | <p>Provide update in SES progress reports</p> |
| <p>C17a Monitor Prosecution Process/Casework Quality (Specifically in relation to case 'flagging' with regard to Violence against Women and hate crime). To include service user satisfaction levels and complaints.</p> | <p>Chief Operating Officer</p> | <p>Provide update in SES progress reports</p> |

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| C18a Monitor translation and interpretation. To assess the effectiveness of current services. (e.g. ensuring family members are not used to interpret.) | Chief Operating Officer Director of Equality and Diversity Head of Strategic Communication | Provide update in SES progress reports |
| C19c Review which aspects of Anti-Social Behaviour can be effectively monitored (Orders, breaches, applications) and introduce new appropriate monitoring. | Director of Strategy and Policy | 2010/11 |
| C20a Continue to engage widely with communities across all equality strands in order to build community confidence and understanding. | All parts of the Service | Ongoing |
| C21c Review the effectiveness and efficiency of current community engagement strategies. Include review of current community awareness-raising activity in relation to hate crime and consider ways of increasing awareness. | Director of Equality and Diversity Head of Strategic Communication | July 2010 |
| C22c Review existing guidance to CPS Areas on working with the media to encourage the reporting of hate crime. Recommendations from the review will inform the Single Equality Scheme 2011-14. | Head of Strategic Communication Director of Equality and Diversity | 2010/11 |
| C23c Include age equality within future equality impact assessment where relevant. | Director of Equality and Diversity | 2010/11 & ongoing |
| C24c Implement the hate crime e-learning module for all prosecutors and associate prosecutors. | Director of Leadership and Learning Director of Equality and Diversity | 2010/11 |
| Achieving fairness in employment | | |
| C25a Equality impact assess the following employment policies: <ul style="list-style-type: none"> • Grievances • Disciplinary actions and appeals • Flexible working • Managing poor attendance • Managing poor performance • Paralegal career structure • Flexible working environment (Desk & IT) • The relocation of CPS HQ to new premises • Prosecutor Structure Review. | Chief Operating Officer Director of Human Resources All Group Chairs | Report to CAF 2010/11 |

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| C26c Train key staff, including Staff Network officials on the revised equality impact assessment and monitoring procedure. | Director of Human Resources | Annual training Nov. 2010. Ad hoc training for Area and Group Business Managers spring 2010 |
| C27c Following the Capability Review of the CPS in 2008 and the Review refresh in 2009, monitor staff feedback in relation to confidence in senior management. | Director of Human Resources | Ongoing |
| C28a Analyse the annual Civil Service People Survey and address any areas of significant difference in CPS responses from all equality strands. | Director of Human Resources Director of Equality and Diversity | Ongoing |
| C29a Through the Annual Equalities in Employment Report continue to monitor: <ul style="list-style-type: none"> • Staff in post • Applicants for employment, training and promotion • Applications for training • Staff receiving training • Staff who benefit or suffer detriment as a result of performance assessment procedures • Staff who are involved in grievance or disciplinary procedures • Staff ceasing employment. | Director of Human Resources | Ongoing |
| C30c Extend employment monitoring to cover redundancy and retirement. | Director of Human Resources | 2010/11 |
| C31c Review the 'People Measure' (See Annex D) to include equality and diversity measures in line with the requirements of the Diversity Delivery Plan. (See Annex D) | Director of Human Resources Director of Equality and Diversity | 2010/11 |
| C32a Conduct an equal pay review. (Last review 2007) | Director of Human Resources | Report to CAF 2010/11 |
| C33c Reduce the number of pay progression points within pay bands to narrow pay differentials based on length of service in grade. Introduce through-grading for most junior grades in the paralegal structure to equalise pay for similar roles and support an increase in the diversity of staff in grades just below Senior Civil Service level. Ensure that differences in pay are transparent and fully justifiable. | Director of Human Resources | 2010/11 |

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| <p>C34a Revision of existing HR policies relating to:</p> <ul style="list-style-type: none"> • Grievance • Disciplinary • Flexible working • Managing attendance • Managing poor performance. | Director of Human Resources | Provide update in SES progress reports |
| <p>C35c As part of the Equality and Diversity Complaints Procedures consider feasibility of setting up a third party reporting system.</p> | Director of Human Resources | 2010/11 |
| <p>C36a Continue to support Staff Networks and work with them to identify issues and develop relevant policy and training.</p> | Director of Human Resources Director of Equality and Diversity | Ongoing |
| <p>C37c Consider establishing 'equality champions', at a senior level, for staff to speak to in confidence in relation to equality and diversity concerns.</p> | Director of Human Resources | 2010/11 |
| <p>C38c Conduct a new dignity at work awareness campaign across the organisation taking on board issues for different groups of staff.</p> | Director of Human Resources Director of Equality and Diversity | 2010/11 |
| <p>C39c Extend the CPS staff domestic violence policy to include guidance on supporting staff in same sex relationships and support for staff that have been subject to any type of hate crime.</p> | Director of Equality and Diversity | 2010/11 |
| <p>C40c Revise the workforce targets within the Diversity Delivery Plan (See annex D) for under-represented groups.</p> | Director of Human Resources | Due to be set 2010/11 |
| <p>C41c Review the recruitment and selection procedures for all vacancies, including temporary vacancies, to ensure that they support the aims of the CPS Diversity Delivery Plan (See Annex D) i.e. that:</p> <ul style="list-style-type: none"> • equality and diversity principles form part of the principles for the recruitment of all staff including recruitment to specialist posts such as hate crime co-ordinators, secondments and temporary promotions • job application forms, information packs and all information relevant to potential job applicants is available in different formats • job opportunities, work experience, or volunteering opportunities are opened up to young people (16-23); and older people | The National Recruitment Business Centre Director of Human Resources Director of Equality and Diversity | 2010/11 |

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| <p>C41c cont.</p> <ul style="list-style-type: none"> • job advertisements are placed in media targeted at a diverse range of communities. <p>As part of the review, specifically consider the impact of ring fencing vacancies to CPS Areas and HQ divisions.</p> | | |
| <p>C42c Consider the introduction of a national selection process for deployment as a full-time Crown Advocate.</p> | <p>Director of Human Resources</p> | <p>2010/11</p> |
| <p>C43a Use positive action to ensure under-represented groups within the CPS apply for permanent or temporary vacancies.</p> | <p>Director of Human Resources. Director of Equality and Diversity</p> | <p>Ongoing</p> |
| <p>C44c Identify programmes to address under-representation at levels for all monitored equality strands working with the limitations around availability of data around certain strands such as religion and belief.</p> | <p>Director of Human Resources Director of Equality and Diversity</p> | <p>2010/11</p> |
| <p>C45a Continue to develop existing acting up and secondment programmes, focussing on under-represented groups. Extend to include work shadowing and mentoring.</p> | <p>Director of Human Resources Director of Equality and Diversity</p> | <p>2010/11</p> |
| <p>C46c Develop and implement specific Leadership and Learning programmes and organisational development initiatives that build an inclusive culture at all levels; develop a learning culture on equality and diversity in employment, where lessons learnt and good practice are identified and shared.</p> | <p>Director of Human Resources</p> | <p>2010/11</p> |
| <p>C47a Ensure that all new staff complete the revised Equality and Diversity e-learning module. Roll-out face-to-face training on equality and diversity.</p> | <p>Director of Human Resources</p> | <p>Ongoing</p> |
| <p>C48a Ensure that all new staff undergo a local induction programme and attend a national Welcome Day.</p> | <p>Director of Human Resources</p> | <p>Ongoing</p> |
| <p>C49c Review the current Law Scholarship Scheme in view of the changes to the workforce profile.</p> | <p>Director of Human Resources</p> | <p>Quarter 1 2010/11</p> |
| <p>C50a Undertake 'staff in post' monitoring incorporating sexual orientation, religion and belief and age</p> | <p>Director of human Resources and Director of Equality and Diversity</p> | <p>2010/11</p> |

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| C51a Include age equality within future equality impact assessments where relevant. | Director of Equality and Diversity | 2010/11 & ongoing |
| C52a Ensure that all parts of the Service are made aware of the new equality legislation and that policies, procedures and equality and diversity training is revised accordingly as necessary. | Director of Equality and Diversity and All HQ Directors | 2010/11 & ongoing |

Strand Specific Actions

| Disability Equality Action Plan | | |
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| Gaps addressed: | Outcome areas: | |
| <ul style="list-style-type: none"> Lack of comprehensive monitoring of disability hate crimes Significant difference in staff perceptions on inequality Lack of comprehensive monitoring by disability of defendants, victims and witnesses Workforce under-representation (NB Some gaps will be addressed through actions common to all strands - see above.) | <ul style="list-style-type: none"> Increased success in prosecuting disability hate crimes Increased public confidence Increased employee satisfaction Increased workforce representation Reducing differences in employee experiences Involving communities and staff in Service improvement | |
| Actions | Responsibility | Timescale |
| D1a Enhance the Service's capacity to respond appropriately to reasonable adjustment requests. <ul style="list-style-type: none"> Consult key stakeholders including disabled staff Develop a programme to improve Service response Implement programme and evaluate effectiveness including impact on employee complaints. | Director of Human Resources Director of Finance Chief Operating Officer Chief Information Officer | 2010/11 & ongoing |
| D2a Promote positive attitudes towards disabled people. <ul style="list-style-type: none"> Produce regular positive attitude articles in the CPS Eye Witness magazine and other CPS publications Ensure that all external CPS publications contain a statement informing people that documents can be made available in alternative formats upon request Continue awareness-raising initiatives on disability hate crimes internally and externally. | Director of Equality and Diversity Director of Human Resources Head of Strategic Communication Director of Finance | 2010/11 & ongoing |

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| <p>D3c Challenge perceptions that people with learning difficulties and people with mental health issues are unreliable witnesses by creating awareness and understanding and by reviewing existing advice, guidance and training for CPS Witness Care Unit staff and CPS prosecutors.</p> | <p>Director of Human Resources Director for Equality and Diversity</p> | <p>Report to CAF 2010/11</p> |
| <p>D4c Produce guidance for staff on the appropriate use of special measures to support disabled victims.</p> | <p>Director of Strategy and Policy Director for Equality and Diversity Head of Strategic Communication</p> | <p>Report to CAF 2010/11</p> |
| <p>D5c Implement new guidance on prosecuting disability hate crimes.</p> | <p>Director of Strategy and Policy Director for Equality and Diversity</p> | <p>2010/11</p> |
| <p>D6c</p> <ul style="list-style-type: none"> • Complete the Disability Hate Crime review and produce a good practice toolkit • Include a focus on improving DHC volume in the CPS Hate Crime Performance Indicator • Monitor implementation of learning disability and mental health prosecution policy. | <p>Director of Strategy and Policy Director of Equality and Diversity</p> | <p>2010/11 & ongoing</p> |
| <p>D7c Improve the experience of the prosecution service for deaf victims and witnesses by assessing the extent to which the CPS is compliant with the 'National Agreement on Arrangements for the use of Interpreters, Translators and Language Service professionals in Investigations and Proceedings Within the Criminal Justice System', (Office of Criminal Justice Reform 2007).</p> | <p>Chief Operating Officer Director of Equality and Diversity</p> | <p>Report to CAF 2010/11</p> |
| <p>D8c Consider how job opportunities can be opened up to people with learning difficulties e.g. through job re-design.</p> | <p>Director of Human Resources</p> | |
| <p>D9a Identify ways to improve workforce data on disabled staff.</p> | <p>Director of Human Resources Director of Equality and Diversity</p> | <p>2010/11</p> |
| <p>D10c Where possible use local disabled people to input into relevant training courses for CPS prosecutors and staff.</p> | <p>Director of Human Resources Director of Equality and Diversity</p> | <p>2010/11 & ongoing</p> |

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| D11c Promote awareness of existing guidance for managers on how to (i) support disabled staff who have been bullied or harassed and how to deal with the perpetrators, (ii) support staff who may have developed a disability whilst in work. | Director of Human Resources | 2010/11 |
| D12c Provide or refresh guidance to managers on the need to ensure that the needs of disabled staff are taken into account when implementing policies such as 'hot desking', and managing attendance. | Director of Human Resources | 2010/11 |
| D12c Consider and review the guidance on conditional cautions in respect of offenders with mental health problems or disabilities. | Director of Strategy and Policy | 2010/11 |

| Gender Equality Action Plan | | |
|---|---|-------------------|
| Gaps addressed: | Outcome areas: | |
| <ul style="list-style-type: none"> Implement overall Violence Against Women (VAW) strategy and link with cross-government Violence Against Women and Girls strategy. (See Annex D for explanation of VAW strategy in relation to male victims.) Significant difference in staff perceptions of inequality Monitor and evaluate VAW strategy and existing policies and initiatives on VAW Collection of disaggregated statistics for offences that constitute VAW and address any disproportionality Collection of disaggregated statistics on all employment policies and procedures Monitor and evaluate the CPS Employee policy on domestic violence and extend to VAW overall <p>(NB Some gaps will be addressed through actions common to all strands - see above.)</p> | <ul style="list-style-type: none"> Implement a co-ordinated strategy on all forms of VAW Higher public confidence in CPS work addressing gender inequalities Explore feasibility of setting up and/or extending scrutiny panels for VAW strands Develop systems to monitor VAW stakeholder satisfaction Develop systems to monitor CJS VAW victim support, safety and satisfaction Increase in the number of women in senior grades (level D and above) No significant differences in staff satisfaction by gender No adverse differences in staff experiences by gender (i.e. men and women will experience the work place differently). | |
| Actions | Responsibility | Timescale |
| G1c Train all internal rape specialist prosecutors and VAW co-ordinators using the third sector where possible. | Director of Equality and Diversity Chief Operating Officer | 2010/11 & ongoing |
| G2c Incorporate VAW cases in CPS training. | Director of Strategy and Policy Director of Human Resources | 2010/11 & ongoing |

| | | |
|--|--|-------------------|
| G3c Explore feasibility of setting up and/or extending scrutiny panels for VAW strands. | Director of Equality and Diversity Chief Operating Officer | 2010/11 & ongoing |
| G4c Consider good practice models for other VAW strands based on the experience of Specialist Domestic Violence Courts. | Director of Equality and Diversity and CJS departments Chief Operating Officer | 2010/11 & ongoing |
| G5c Develop systems to monitor VAW stakeholder satisfaction. | Director for Equality and Diversity | 2010/11 & ongoing |
| G6c Develop systems to monitor CJS VAW victim support, safety and satisfaction. | Director of Equality and Diversity and CJS departments | 2010/11 & ongoing |
| G7a Extend employment monitoring to cover the distribution of women and men in particular professions. | Director of Human Resources | |

Race Equality Action Plan

| Race Equality Action Plan | | |
|--|---|-----------|
| Gaps addressed: | Outcome areas: | |
| <ul style="list-style-type: none"> Improving handling of racist crimes Significant difference in staff perceptions of inequality Significant differences in workforce experiences Workforce under-representation Improving monitoring of prosecution policies and practices <p>(NB Some gaps will be addressed through actions common to all strands - see above.)</p> | <ul style="list-style-type: none"> Increased success in prosecuting hate crimes Involving Black and minority ethnic communities and staff in engagement linked to service improvement Increased success in prosecuting hate crimes Reduced significant differences in staff perceptions of inequality Reduced significant differences in the quality of employee experiences Increased workforce representation Increased public confidence amongst Black and minority ethnic communities. | |
| Actions | Responsibility | Timescale |
| R1c In relation to the CPS Higher Court Advocacy strategy: <ul style="list-style-type: none"> Review the HCA strategy to determine the causes for the disproportionate failure rate for BME staff. Conduct an impact assessment of the Advocacy quality management assessment process. Revise the feedback process to ensure that feedback is given to the Advocate and the Advocates' line manager. | Director of Human Resources | 2010/11 |

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|--|-----------------------------|---------|
| R2c Address the disparities in the experience of BME staff in non-metropolitan areas compared to those in metropolitan areas. | Director of Human Resources | 2010/11 |
| R3c Work profile data should be analysed and disaggregated by individual BME groups. | Director of Human Resources | 2010/11 |
| R4c Where relevant, disaggregate impact assessment and monitoring data in relation to ethnicity, to Groups and Areas. | Relevant Service Director | Ongoing |

Sexual Orientation Equality Action Plan

| Gaps addressed: | Outcome areas: | |
|---|--|-----------|
| <ul style="list-style-type: none"> • Varied responses between CPS Areas to homophobic and transphobic crime • Significant difference in staff perceptions of inequality • Workforce monitoring (NB Some gaps will be addressed through actions common to all strands - see above.) | <ul style="list-style-type: none"> • Increased success in prosecuting homophobic and transphobic hate crimes • Increased public confidence • Involving communities and staff in Service improvement • Increased workforce satisfaction | |
| Actions | Responsibility | Timescale |
| S1a Continue to compete in the Stonewall Equality Index and engage with the LGBT Staff Network and LGB communities to act on the results. | Director of Human Resources Director of Equality and Diversity | 2010/11 |
| S2a Include sexual orientation within future equality impact assessments. | Director of Human Resources Director of Equality and Diversity | Ongoing |
| S3c Identify ways to improve workforce data on sexual orientation. | Director of Human Resources Director of Equality and Diversity | 2010/11 |
| S4a Include sexual orientation within future CPS monitoring both in employment and in prosecution practice where relevant. | Director of Human Resources Director of Equality and Diversity Chief Operating Officer | Ongoing |
| S5c In liaison with the LGBT Staff Network undertake consultation with bisexual staff in order to draw up relevant proposals (in relation to both employment and service delivery) for inclusion in the next three-year Single Equality Scheme covering the period 2011-2014. | Director of Human Resources Director of Equality and Diversity | 2010/11 |

Gender Identity Equality Action Plan

| Gender Identity Equality Action Plan | | |
|--|--|-----------------------|
| Gaps addressed: | Outcome areas: | |
| <ul style="list-style-type: none"> Lack of comprehensive employment data Significant difference in staff perceptions of inequality Workforce monitoring (NB Some gaps will be addressed through actions common to all strands - see above.) | <ul style="list-style-type: none"> Increased success in prosecuting hate crimes Increased public confidence Involving communities and staff in service improvement Increased workforce satisfaction. | |
| Actions | Responsibility | Timescale |
| GI1a Continue to compete in the a:gender Trans Equality Index and engage with the LGBT Staff Network and Trans communities to act on the results. | Director of Human Resources Director of Equality and Diversity | 2010/11 |
| GI2a Extend employment monitoring to include management of transsexual and transgender staff issues whilst ensuring confidentiality. | Director of Human Resources | 2010/11 |
| GI3a Refresh and extend existing internal Trans guidance for managers to include awareness for all staff. Where possible, use third sector Trans organisations for any training. | Director of Human Resources | Report to CAF 2010/11 |
| GI4a Include gender identity within future CPS monitoring both in employment and in prosecution practice where relevant and where data is available. | Director of Human Resources Director of Equality and Diversity | |
| GI5c Consider the feasibility of conducting research into prevalence and case handling of transphobic crime. | Director of Equality and Diversity Director of Strategy and Policy | 2010/11 |

Religion or Belief Equality Action Plan

| Religion or Belief Equality Action Plan | |
|---|---|
| Gaps addressed: | Outcome areas: |
| <ul style="list-style-type: none"> Monitoring of Religious Crimes Significant difference in staff perceptions of inequality Monitoring of victim and witness details Workforce monitoring (NB Some gaps will be addressed through actions common to all strands - see above.) | <ul style="list-style-type: none"> Increased success in prosecuting religious hate crimes Increased public confidence Increased employee satisfaction. |

| Actions | Responsibility | Timescale |
|---|---|-----------|
| RB1a Identify ways to improve workforce data on religion and belief. | Director of Human Resources Director of Equality and Diversity | 2010/11 |
| RB2c Develop a staff Religion and Belief Forum to enable consultation and engagement across the range of religion and belief groups. | Director of Human Resources Director of Equality and Diversity | 2010/11 |

Age Identity Equality Action Plan

| Gaps addressed: | Outcome areas: | |
|---|--|-------------------|
| <ul style="list-style-type: none"> • Lack of victim and witness monitoring by age • Significant difference in staff perceptions of inequality • Differences in staff perceptions • Differences in workforce experiences (NB Some gaps will be addressed through actions common to all strands - see above.) | <ul style="list-style-type: none"> • Prosecution of Crimes against Older People • Increased public confidence • Involving communities and staff in engagement linked to service improvements • Increased workforce satisfaction • Reduced significant differences in employee experiences | |
| Actions | Responsibility | Timescale |
| A1c Through training and guidance challenge perceptions that older people, particularly those who are vulnerable and/or have dementia, must automatically be unreliable witnesses. | Chief Operating Officer Director of Human Resources Director of Equality and Diversity | 2010/11 |
| A2c Review prosecution procedures in cases of elder abuse to focus more explicitly on whether older people are 'at risk' of abuse rather than on 'vulnerability'. | Chief Operating Officer Director of Human resources | 2010/11 |
| A3c Consider the feasibility of establishing a multi-agency task force to tackle financial crime affecting older people, with a particular remit to improve the number of successful prosecutions for fraud. | Chief Operating Officer Director of Equality and Diversity | 2010/11 |
| A4c Steer the implementation of the CPS policy on prosecutions involving children and young people as victims and witnesses. | Director of Strategy and Policy Chief Operating Officer Director of Equality and Diversity | 2010/11 & ongoing |

| | | |
|--|---|-------------------|
| A5c Use the evaluation of the CPS' National Schools Project to consider proposals for further work with schools on raising awareness of hate crime and its impact, and incorporate agreed proposals into the three-year Single Equality Scheme (2011-2014). | Director of Equality and Diversity | 2010/11 & ongoing |
| A6c Promote greater engagement with youth advocacy groups. | Director of Equality and Diversity | 2010/11 & ongoing |
| A7a Continue to review and 'age equality proof' relevant HR policies in light of the age equality legislation. | Director of Human Resources | Ongoing |
| A8a When recruiting, actively encourage job applications from older people. | Director of Human Resources | Ongoing |
| A9a Introduce age monitoring as an integral part of equalities in employment monitoring and include in this data in the CPS Annual Equalities in Employment Reports. | Director of Human Resources Director of Equality and Diversity | 2010/11 & ongoing |

Keeping track of progress

- 4.1 Specific responsibility for implementing the action plans rests with HQ Directors, prosecutors and business managers across the organisation. More generally, all staff can play their role by incorporating equality and diversity principles into their everyday work.
- 4.2 The Equality and Diversity Unit will oversee the monitoring of progress on the implementation in the action plans. Equality and Diversity Unit staff will be allocated different parts of the action plan to monitor.
- 4.3 A final report on outcomes will be produced in June 2011. This will be presented to the CPS Community Accountability Forum which provides external scrutiny with regard to the development and implementation of our equality schemes.

Annex A - Key outcomes from the CPS Single Equality Scheme 2006-10

Annual reports on the outcomes from year one and year two of the Single Equality Scheme 2006-10 can be accessed on the CPS website at:

www.cps.gov.uk/publications/docs/ses_2006_2010_ar08.pdf

www.cps.gov.uk/publications/docs/ses_2006_2010_ar09.pdf

A brief overview of those outcomes is provided below;

Prosecution rate

- Continued reductions in unsuccessful outcomes for hate crime prosecutions; (In 2008/09 82 per cent of prosecutions were successful compared to 74 per cent in 2005/06)
- Continued reductions in unsuccessful outcomes for domestic violence prosecutions; (In 2008/09 72 per cent of prosecutions were successful compared to 60 per cent in 2005/06).

Policy statement and/or legal guidance produced in relation to:

- Crimes against older people
- Disability hate crime
- Homophobic and transphobic hate crime
- Prosecutions involving children and young people as victims or witnesses
- Racist and religious hate crime.

Employment

- Diversity Delivery Plan produced
- Equal pay audit conducted
- Regional staff focus groups held
- Staff Networks reviewed and supported
- Transgender guidance for managers issued.

Other

- A good practice and lessons learnt toolkit on homophobic and transphobic crime produced
- A Violence Against Women strategy and action plan produced
- Specialist Domestic Violence Courts with Independent Domestic Violence Advisers established and Rape Prosecutions Delivery Unit set up
- Establishment of Community Accountability Forum, Hate Crime Scrutiny Panels and Community Involvement Panels
- A community consultation panel established nationally on incitement to hatred and violent extremism

Annex B - List of policies and functions relevant to the public duties

In taking forward our work to promote equality in our prosecution policies and practices and in employment, it is important to identify the policy areas and functions where equality and diversity are relevant and the extent of their relevance. A large number of policies and functions listed in our first Single Equality Scheme 2006-10 clearly remain relevant, however, some policies and functions have ceased and new policies and functions have been introduced. We have applied five key questions when considering our policies for relevance to equality.

The questions, tools and evidence used to prioritise the list of policies are detailed below. The numbers one to five in the last column in the table headed 'Questions tools and evidence used' identify which of the five criteria below were relevant to the assessment.

1. Is it relevant to the general duty in respect of race, disability and/or gender? Is it relevant to our commitments in respect of age, religion or belief and/or sexual orientation and gender identity?

Is there evidence or reason to believe that some groups could be differently affected?

2. How relevant is it?

How much evidence is there? None or a little, some or substantial. Is there any public concern that the function or policy is being carried out in a discriminatory way? None or a little, some or substantial.

3. What is the feedback from the community engagement and consultation which informs this Scheme?

4. What are the wider issues, agenda, opportunities and challenges over the next three years?

5. How do the priorities match/fit with overall organisational priorities?

List of policies and functions assessed for relevance to general duties

| Function | Policy or function | Relevance | Questions tools and evidence used |
|---------------------|--|-----------|-----------------------------------|
| Prosecutions | | | |
| | Breaches of Anti-social Behaviour Order prosecutions | Higher | 1, 2, 3, 4, 5 |
| | Code for Crown Prosecutors | Higher | 1, 2, 4 |
| | Community Prosecutor | Higher | 1, 2, 3, 4 |
| | Crimes Against Older People | Higher | 1, 2, 3, 4, 5 |
| | Deaths in Custody | Higher | 1, 2, 3, 4, 5 |
| | Direct Communication with Victims | Higher | 1, 2, 3, 4, 5 |
| | Disability Hate Crime | Higher | 1, 2, 3, 4, 5 |
| | Diversion through Conditional Cautioning and Simple, Speedy, Summary Justice Proposals | Higher | 1, 3, 4, 5 |
| | Domestic Violence Prosecutions | Higher | 1, 2, 3, 4, 5 |
| | Effective Trial Management Programme | Lower | 1, 4, 5 |
| | Gun Crime | Higher | 1, 2, 3, 4, 5 |
| | Homophobic and Transphobic Crime | Higher | 1, 2, 3, 4, 5 |
| | Incitement to hatred on the grounds of sexual orientation | Higher | 1, 2, 3, 4, 5 |
| | Incitement to Racial Hatred prosecutions | Higher | 1, 2, 3, 4, 5 |
| | Incitement to Religious Hatred prosecutions | Higher | 1, 2, 3, 4, 5 |
| | Pilot scheme – post acquittal meetings with bereaved persons | | tbc See 4.6 |

| | | | |
|-------------------|---|--------|---------------|
| | Policy on Prosecution of Assisted Suicide | | tbc |
| | Pre-trial Interviews with Witnesses | Higher | 1, 3, 4, 5 |
| | Prosecution Process/Casework Quality | Medium | 1, 2, 3, 5 |
| | Racially and Religiously Aggravated Crime | Higher | 1, 2, 3, 4, 5 |
| | Rape Prosecutions | Higher | 1, 2, 3, 4, 5 |
| | Sexual transmission of infections which cause grievous bodily harm prosecutions | Higher | 1, 2, 3, 4, 5 |
| | Speaking Up for Justice/Special Measures | Medium | 1, 2, 3, 4, 5 |
| | Statutory Charging | Higher | 1, 2, 3, 4, 5 |
| | Terrorism Prosecutions | Higher | 1, 2, 3, 4, 5 |
| | Victim and Witness Care Strategy | Higher | 1, 2, 3, 4, 5 |
| | Victim Focus scheme | | tbc |
| | Victims and witnesses with learning difficulties | Higher | 1, 2, 3, 4, 5 |
| | Victims and witnesses with mental health issues. | Higher | 1, 2, 3, 4, 5 |
| | Violence Against Women prosecutions | Higher | 1, 2, 3, 4, 5 |
| | Violent extremism | Higher | 1, 2, 3, 4, 5 |
| | Youth crime | Higher | 1, 2, 3, 4, 5 |
| Employment | | | |
| | Age Retirement, early retirement and severance | Higher | 1, 2, 3, 4 |
| | Childcare voucher scheme | Higher | 1, 2, 3, 4 |
| | Counselling and Support Service | Medium | 1, 2, 3, 5 |
| | Discipline, Poor Performance and Grievance Policies | Higher | 1, 2, 3, 4, 5 |

| | | | |
|--|---|--------|---------------|
| | E-learning and Prosecution College | Higher | 1, 2, 3, 4, 5 |
| | Employee Violence against Women Policy | Higher | 1, 2, 3, 4, 5 |
| | Equal Pay Review | Higher | 1, 2, 3, 4, 5 |
| | Equality and Diversity Complaints procedure | Higher | 1, 2, 3, 4, 5 |
| | Equality and Diversity Training | Higher | 1, 2, 3, 4, 5 |
| | Flexible working and alternative working patterns | Higher | 1, 2, 3, 4, 5 |
| | Home and Mobile Working Policy | Higher | 1, 2, 3, 4, 5 |
| | Implementation of recommendations of the reviews of CPS Staff Networks | Higher | 1, 2, 3, 4, 5 |
| | Induction | Higher | 1, 2, 3, 4, 5 |
| | Law Scholarship Scheme | Higher | 1, 2, 3, 4, 5 |
| | Leadership and Management development | Higher | 1, 2, 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 |
| | Legal Trainee Scheme | Higher | 1, 2, 3, 4, 5 |
| | Organisational change policy | | tbc |
| | Pro-active Prosecutor Programme | Higher | 1, 2, 3, 4, 5 |
| | Recruitment and Selection Policy and Processes | Higher | 1, 2, 3, 4, 5 |
| | Special Bonus Scheme | Higher | 1, 2, 3, 4, 5 |
| | Staff Survey | Higher | 1, 2, 3, 4, 5 |
| | Succession Planning/career mobility | Higher | 1,2,4,5 |

| Other | | | |
|--------------|--|--------|---------------|
| | Community Accountability Forum | Higher | 1, 2, 3, 4, 5 |
| | Community Engagement/Public Confidence in the CPS | Higher | 1, 2, 3, 4, 5 |
| | CPS-Revenue & Customs Prosecutions Service | | tbc |
| | Estates (including health and safety and facilities) | Medium | 1, 2, 4, 5 |
| | Headquarter's Review | Higher | 1, 2, 4, 5 |
| | Procurement | Higher | 1, 2, 3, 4, 5 |
| | Procuring External Legal Services from the Bar | Higher | 1, 2, 3, 4, 5 |
| | Streamlined Process | Higher | 1, 4, 5 |
| | Translation and Interpretation | Higher | 1, 2, 3, 4, 5 |

Annex C - Membership of the Single Equality Scheme Joint Project Board and Disability Involvement Group

(Community Stakeholders and CPS Staff Networks)

Joint Project Board

- Beverley Akinbile, National Black Crown Prosecution Association
- Brian Pearce, The Interfaith Network for the UK (virtual)
- Chris Hartley, CPS LGBT Network
- Davina James-Hanman & Karen Bailey, Greater London Domestic Violence Project
- Deborah Gold, Galop
- Derek Munn, Stonewall
- Emma Scott, Rights of Women
- Hal Barraclough, A:Gender
- Kate Scott-Hughes, CPS LGBT Staff Network
- Mark Brookes, Values into Action
- Mervyn Kohler, Help the Aged
- Mrs Doreen Lawrence, Stephen Lawrence Charitable Trust
- Norbert Marjolin, NSPCC
- Pepper Harow, British Humanist Association
- Pragna Patel, Southall Black Sisters (virtual)
- Stephen Brookes, Disability Consultant
- Suresh Grover and Yasmin Jarwal, Monitoring Group
- Suzanne Humphreys, CPS Disability Staff Network

Disability Involvement Group

- Amy Whitelock, MIND
- Anne Novis, Co-Chair Metropolitan Police Service Disability Independent Advisory Group
- Caroline Ellis, RADAR
- Catherine Bewley, Values into Action
- Jon Wyllie, RNIB
- Louise Wallis, RESPOND
- Marije Davidson, RNID
- Michelle Valentine, Disability Forward Limited
- Stephen Brookes, Disability Consultant
- Suzanne Humphreys, CPS Disability Staff Network

Annex D - Explanation of terms and list of abbreviations

- Capability Review** These are reviews of government departments organised by the Cabinet Office. The aim is to consider the capacity of government departments, and the leadership within those departments, to deliver their services. Follow-up reviews take place to ensure that improvements have been made as a result of earlier reviews.
- Civil Service People Survey** This is an annual survey of staff covering 96 government departments, agencies and non-governmental bodies. Through a consideration of staff attitudes and work experiences, innovation, efficiency and staff well-being can be improved.
- Community Involvement Panels** The panels are made up of a diverse range of members of the community and CPS staff. The purpose of the panels is to partner with the CPS in considering local business plans, actions related to engagement and equality, any victims and witness issues that arise, and other issues relevant to the locality.
- Direct Communications with Victims** A direct communication with the victim of a crime is required to be sent within five working days if a decision is made by the CPS not to proceed in respect of a particular charge or, where a decision is taken to substantially alter a charge. In addition, a meeting should be offered to the victim in certain categories of cases. There is an enhanced service for vulnerable and/or intimidated victims, who must be notified within one working day of the decision.
- Diversity Delivery Plan** In July 2008 a new civil service strategy on equality and diversity in employment, 'Promoting Equality, Valuing Diversity' was launched. This sets out key areas for action which includes: a focus on targets; actions to address behaviour and culture change; leadership and accountability; talent management; and workforce representation. Each government department has produced a Departmental Diversity Delivery Plan which sets out how each department will deliver the civil service-wide strategy. In the CPS this is our Diversity Delivery Plan.
- Equality impact assessment** When the CPS changes the way it works by bringing in new policies or new functions, or by changing existing policies or functions, consideration is given as to how these changes could affect different groups in the community and in the workplace. If the changes could unjustifiably disadvantage a particular group, steps should be taken to deal with this situation. The process of assessing this impact is an equality impact assessment.

| | |
|-----------------------------------|--|
| Gender | As defined by the legislation as equality between men and women and includes gender reassignment. Also see Trans people below |
| Hate crimes | <p>A hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's: disability; race; religion or belief; sexual orientation; or gender reassignment. The latest report on hate crime prosecutions for 2008-09 can be assessed at www.cps.gov.uk/publications/equality/index.html.</p> <p>Policy and Guidance on racist and religious crime can be accessed at www.cps.gov.uk/publications/prosecution/racerel.html</p> <p>Policy and Guidance on homophobic and transphobic crime can be accessed at www.cps.gov.uk/publications/prosecution/homophobia.html</p> <p>Policy and Guidance on disability hate crime can be accessed at www.cps.gov.uk/publications/prosecution/disability.html</p> |
| Hate Crime Scrutiny Panels | The panels are made up of a diverse range of members of the community and CPS staff. The panels are chaired by a member of the community. The purpose of these panels is to scrutinise randomly selected finalised hate crime case files. Lessons learnt are used to improve the prosecution of hate crimes. |
| LGB | Lesbian, gay and bisexual people can often face discrimination, harassment and violence as a result of their sexual orientation. A lesbian is a woman who is physically, sexually and/or emotionally attracted to women; a gay man is a man who is physically, sexually and/or emotionally attracted to men; and a bisexual person can be either a man or a woman who is physically, sexually and/or emotionally attracted to both men and women. |
| Monitoring | This is a process of gathering information (often quantitative but also qualitative) in order to find out if the way we are running our service or the way we treat our staff disadvantages or discriminates against any particular communities or group of employees. |
| The People Measure | The People Measure is a CPS indicator used to measure improvements in the way we lead, manage and engage staff. |

Performance Development Reviews

The system used by the CPS to measure the performance of staff and to plan their future professional development.

Section 146

Section 146 of the Criminal Justice Act 2003 provides that where an offence is based on hostility towards disability or presumed disability or sexual orientation it will be seen as an aggravating factor at sentencing stage.

Special measures

The Youth Justice and Criminal Evidence Act 1999 provides for 'special measures' to support vulnerable or intimidated witnesses to give their evidence. For more information, see the Policy for prosecuting cases of disability hate crime www.cps.gov.uk/publications/prosecution/disability.html

Strategic stakeholder management project

This project has been set up to look at co-ordinating the activity the CPS has with all key stakeholders.

Streamlined process

This initiative is aimed at ensuring that in certain cases, the stages before a decision to charge is made, and the paperwork used to make those decisions, are streamlined whilst remaining sufficient and proportionate.

Trans People

The terms 'trans people' and 'transgender people' are both often used as umbrella terms for people whose gender identity and/or gender expression differs from their birth sex, including transsexual people (those who intend to undergo, are undergoing or have undergone a process of gender reassignment to live permanently in their acquired gender), transvestite/cross-dressing people (those who wear clothing traditionally associated with the other gender either occasionally or more regularly), androgyne/polygender people (those who have non-binary gender identities and do not identify as male or female), and others who define as gender variant. (EHRC).

Gender identity and sexual orientation are different. It follows that a trans person may be lesbian, gay, bisexual or heterosexual.

Sometimes referred to collectively as members of the LGBT communities, but it is important to understand that someone's gender identity and their sexual orientation are two different things, and the issues raised can also be very different.

Violence Against Women (VAW) strategy

The strategy aims to secure the coordination and improved prosecution response to a range of crimes that fall under the umbrella term of VAW. Human rights are the principles that underpin the development of Violence against Women work, drawing on the United Nations conventions that the UK has signed and ratified.

Although this strategy focuses on women as victims, the CPS is fully aware that men may also be victims (such as in cases of rape and domestic violence). These victims will have the same access to protection and legal redress.

www.cps.gov.uk/publications/docs/vaw_strategy_english.pdf

The latest report on violence against women prosecutions for 2008/09 can be accessed at www.cps.gov.uk/publications/equality/vaw/index.html

Abbreviations

| | |
|-----|--------------------------------|
| CAF | Community Accountability Forum |
| CCP | Chief Crown Prosecutor |
| CPS | Crown Prosecution Service |
| DV | Domestic violence |
| HR | Human Resources |
| SES | Single Equality Scheme |
| VAW | Violence Against Women |
| WCU | Witness Care Unit |