

JUSTICE EQUALITY AND DIVERSITY SUB-GROUP

NOTE OF MEETING HELD ON TUESDAY, 29 OCTOBER 2013 AT 9.30 AM IN CONFERENCE ROOM 3, CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH, EH1 1LA

Present: Ruth McQuaid, COPFS, (Chair)
Tom McMahon, Scottish Government
Paula Clark, Police Scotland
Pam McFarlane, Scottish Court Service
Dan Gunn, Scottish Prison Service
Louise Baggott, SLAB
Nancy Darroch, COPFS (PM for Disability Project)
Karen Kennedy, COPFS
Marlene McCaw, COPFS (Minutes)

Apologies: Neil Stevenson, Law Society
Sheriff Duff, Judicial Institute
Andy Bruce, Scottish Government
Jan Marshall, Scottish Government
Michael Garden, JABS
Dorothy Smith, JABS
Grant Manders, Police Scotland
Gavin Phillip, Police Scotland

1. Welcome and Apologies

1.1 As Ruth had been delayed, Nancy welcomed all attendees to the meeting.

2. Name of Group

2.1 Bridget Campbell, Scottish Government, had advised Ruth that this group was to be formally known as the Justice Equality and Diversity Sub-Group.

3. Minutes of Meeting held on 20 August 2013 and Action Points

3.1 The minutes of the meeting held on 20 August 2013 were approved.

3.2 The Action Log was discussed and updated.

3.3 All organisations had agreed to participate in the survey and Ruth would now consider timings.

Action: Ruth to consider timing of survey.

3.4 The police are setting up a staff association on disability and would be happy to participate in the mentoring programme. Ruth and Nancy would set objectives and issue to the group, who would then be in a better position to nominate staff.

Action: Ruth and Nancy to set objectives for the mentoring programme and issue to the group. Group members to thereafter nominate staff.

3.5 Dan advised that SPS had held a SWAN Event for LGB staff which had been well received. SWAN crosses both the public and private sectors and Dan would forward further information to Nancy.

Action: Dan to forward further information about SWAN to Marlene.

3.6 Karen would discuss Children's Hearing representation with Ruth.

Action: Karen to discuss representation of Children's Hearing system with Ruth.

3.7 Paula would discuss with Grant/Philip whether we could utilise the questions from the Gay Police Association Survey.

Action: Paula to clarify with Grant/Philip if we can use questions from the Gay Police Association Survey.

3.8 Ruth would meet with head teachers to take forward her plans for the proposed residential week, which will be held in Lanarkshire before the 2014 school summer holidays. She will distribute date of event and venue and organisations would then be able to nominate attendees.

Action: Ruth to issue further details of the residential week.

4. Update from Justice Board

4.1 Ruth explained that part of her remit was to give the Justice Board an update on disability at the meeting she attended with them on 24 October. She advised that the Disability Project Team had met on 10 October to discuss. The Justice Board were generally supportive of our approach and Ruth said that the group should continue as planned and that she would go back to the Justice Board if and when necessary.

4.2 As the Fire and Rescue Service are represented on the Justice Board, Ruth will meet with a representative and invite them to join the sub-group.

Action: Ruth to meet with a representative of the Fire and Rescue Service and invite them to join the Sub-Group.

4.3 Ruth advised that Jan Marshall, Scottish Government's Head of Civil Law would also join this group and explained that although our group's remit is primarily criminal justice, this would provide a wider viewpoint which would be beneficial.

4.4 Ruth would forward a copy of her report to the Justice Board to members of this Group.

Action: Ruth to issue her report to Justice Board to group members.

4.5 Tom undertook to clarify the Project Board's requirements of this group in relation to gender.

Action: Tom to clarify what this Group's requirements are re gender.

5. Update from Disability Project Team

5.1 Nancy referred to the Project Team's Recommendations Log and Action Plan paper that had been circulated with the agenda and advised that a

log like this was required as she would require to record progress on an ongoing basis. She said that one of the first actions would be to undertake site audits and deliver training. The challenge will be around the timescales. Tom advised that the feedback from the Justice Board was for us to be reasonable in terms of timescales.

- 5.2 Nancy also advised that the dates in the Action Plan were for updates and not for delivery.
- 5.3 Nancy asked the sub-group to provide strategic support to their staff on the Project Team.
- 5.4 The Project Team's main objective is to prepare a comprehensive report reviewing all 82 recommendations to disabled persons and to manage their expectations.
- 5.5 Nancy and Ruth are due to meet with representatives from the Association for Real Change (ARC) to consider their suitability to quality assure some of the Team's products.

6. Allocation and Progress of Workstreams

- 6.1 The group agreed with Ruth's proposal on which organisation would take the lead for each of the work-streams – see Annex 1 for details.
- 6.2 All work-stream leads would bring a proposed draft remit for their own strand to the next meeting and should contact Ruth if any assistance was required as she would be happy to meet up.

Action: All work-stream leads to bring a proposed draft remit for their own strand to the next meeting.

7. Any Other Business

- 7.1 Paula advised the Group of a police event taking place at Tulliallan on 6 November which is a community led initiative to raise awareness of disability hate crime and all were invited and should e-mail Gavin Phillip if they were interested in attending. She said that Gillian Forrester would give feedback to the Project Team on the event at their next meeting.

8. Date of Next Meeting

- 8.1 The meeting due to take place on 2 December has been re-scheduled to 3 December 2013 at 11.30am in Conference Room 1, Crown Office, 25 Chambers Street, Edinburgh, EH1 1LA.

Annex 1/

JUSTICE EQUALITY AND DIVERSITY SUB-GROUP**WORKSTREAMS**

No	Work Stream	Lead Organisation
1	Criminal Justice Staff Survey on Barriers to Development/Promotion/Retention	Police
2	Criminal Justice Unconscious Bias Training for Staff engaged in selection processes	SLAB/Law Society
3	Criminal Justice Cross Justice Mentoring Programme	SG
4	Criminal Justice Networks for Protected Characteristics	SCS
5	Joint Community Engagement Programme to promote equality issues and encourage recruitment of under-represented groups across the CJ workforce	COPFS
6	External consultation to explore with external equality experts such as Engender/Equality Network etc on what further action we should be taking to tackle under representation	SPS

Circulation: **All Attendees and Apologies**

Status: **Approved at meeting of 3 December 2013**