

JUSTICE EQUALITY AND DIVERSITY SUB-GROUP

NOTE OF MEETING HELD ON TUESDAY, 3 DECEMBER 2013 AT 11.30 AM IN CONFERENCE ROOM 1, CROWN OFFICE, 25 CHAMBERS STREET, EDINBURGH, EH1 1LA

Present: Ruth McQuaid, COPFS, (Chair)
Tom McMahon, Scottish Government
Grant Manders, 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
Neil Stevenson, Law Society
Sheriff Duff, Judicial Institute
Michael Garden, JABS
Marlene McCaw, COPFS (Minutes)

Apologies: Jan Marshall, Scottish Government

1. Welcome and Apologies

1.1 Ruth welcomed all attendees to the meeting and noted the above apologies.

2. Minutes of Meeting held on 29 October 2013 and Action Points

2.1 The minutes of the meeting held on 29 October 2013 were approved subject to amendment of Sheriff Duff's designation from "Scottish Court Service" to "Judicial Institute". Marlene would amend and re-issue the minutes of 29 October to the Sub-Group.

2.2 The Action Log was discussed and updated.

2.3 Grant advised that Police Scotland are further enhancing their action plan from information collated from staff focus groups, rather than conduct a survey. He would circulate a paper outlining the key results for the next meeting.

Action: Grant to circulate a paper outlining the key results from Police Scotland staff focus groups for the next meeting.

Louise advised that SLAB are to issue a staff survey before the end of 2013-14 and would consider including diversity questions. She would be happy to share any such questions with the Sub-Group. Pam advised that SCS would be happy to use focus groups but that her preference was for a survey. Tom agreed that felt that focus groups may be the way forward. Dan advised that SPS already use focus groups and suggested that the

timing of any internal surveys does not clash with the Civil Service People Survey. The Sub-Group agreed that spring 2014 would be the optimum time to issue a survey.

- 2.4 Louise advised that she has drafted a plan for unconscious bias training and was happy to share this. It was recommended that members of the Justice Board should undertake this training first to set a leadership example, then the Chief Executives of each organisation followed by staff in senior roles. The key would be that the training should be transferable so that all organisations would be able to access it and monitor use. The Sub-Group want to be able to publish that all senior staff have undertaken this training. From the Law Society, it would be the Law Society Committee who would be the senior staff to undertake the training. Sheriff Duff advised that unconscious bias training is already being delivered at induction in the Judicial Institute. Sub-Group members agreed to send any other information on unconscious bias training with regards to promotion, recruitment, or performance management to Louise.

Action: Sub-Group members to forward any further information on unconscious bias training in relation to promotion, recruitment, or performance management to Louise Baggott.

3. Workstreams – Draft Remits

- 3.1 Tom had distributed a paper for discussion in relation to the SG action on developing a cross justice mentoring programme for colleagues in protected categories. Grant advised that the police have professional trained mentors on specific characteristics in senior roles and that they are trained in-house. Sheriff Duff advised that every newly appointed judge is offered a mentor as a personal support mechanism from a list of people who had applied to become mentors. Neil advised that the Law Society had recently started a mentoring scheme for lawyers. They are looking at a symbolic element of mentoring. Sub-Group members would consider if they have senior staff who would be willing to take part in such a programme, and whether they have already been trained or would be willing to go on training and forward names along with the relevant protected category to Tom before the next meeting. Grant would forward the information he has on the Police scheme.

Actions:

- (i) Sub Group members to consider if they have senior staff who would take part in a cross justice mentoring programme and if they are already trained or willing to be trained. Thereafter, forward names and relevant protected category to Tom before 9 January 2014;**
- (ii) Grant to forward the information he has on the police mentoring programme.**

- 3.2 Pam had submitted a draft remit for the SCS workstream which Marlene would forward to the Sub-Group.

Action: Marlene to issue draft remit for SCS workstream to Sub-Group.

3.3 Dan advised that he is to retire in January 2014. He will draft a remit for the next meeting and invite his successor.

4. Scotland's Census 2011

4.1 The results of the Census 2011 were discussed and consideration given on how these could be used as a benchmark.

Action: Tom to check if the SG are to analyse the results of Scotland's Census 2011.

5. Skills for Justice Report – Proposed Governance by the Criminal Justice Equality Group

5.1 Grant advised that he would prepare a paper and issue to the Sub-Group as the new legislation on translation may mean more responsibilities for organisations in the justice sector which may also have implications on budgets.

Action: Grant to prepare a paper and issue to Sub-Group on new legislation on translation.

6. Disability Project Update

6.1 Nancy gave an update on the Disability Project and advised that the team are continuing to update the review of the Recommendations Log and Action Plan. She advised that the team had several actions to progress by 9 January and are in the process of a trawl to check what has already been done. This requires to be done before a prioritisation exercise is carried out. The Justice Board would like the team to undertake 3 priorities within the next 6 months and these are likely to be publicity campaigns, site audits, and training and shared resources.

6.2 The Sub-Group were happy with Nancy's proposal that the Association for Real Change (ARC), Scotland, would report to the Disability Project and not directly to the Sub-Group. ARC are taking forward recommendations relative to offenders with learning disabilities in the Keys to Life report.

6.3 Ruth advised that the Crown Agent has agreed to be the lead representative for the Justice Board on Equality and that she will attend some of the Sub-Group and the Disability Project meetings.

6.4 Nancy advised that she has asked the Disability Project team to provide 6 monthly updates on their organisations' progress against Equality Outcomes.

7. Any Other Business

7.1 No other business was raised for discussion.

8. Date of Next Meeting

8.1 The next meeting is due to take place on Monday, 13 January 2014 at 2pm in Conference Room 2, Crown Office, Edinburgh.

Circulation: All Attendees and Apologies

Status: Minutes approved on 13 January 2014