



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

CROWN OFFICE & PROCURATOR FISCAL SERVICE

EQUALITY OUTCOMES
PROGRESS REPORT
APRIL 2019

Introduction

The Crown Office and Procurator Fiscal Service (COPFS) recognises the trust placed upon us as independent prosecutors to protect people from discrimination, harassment and victimisation in our role as Scotland's sole prosecution service.

The public interest is at the heart of all we do as an independent prosecution service, taking professional and respectful consideration of the diverse needs of victims, witnesses, communities and the rights of accused persons when we take decisions on whether to prosecute; when we prepare and present cases for trial at court; when we examine deaths that need further explanation; and when we investigate allegations of criminal conduct against police officers. Our role requires us to act fairly and without bias and we are fully committed to fulfilling our duties under the Equality Act 2010 as both prosecutors and as employers, recognising that our staff are integral to our success and have an equal right to protection from discrimination in the workplace.

In April 2017, we published our current set of [equality outcomes](#) which were designed to demonstrate the importance of equality in our service delivery; our staff development; recruitment and profile; and in the development of our policies and practice. This report will provide you with an update of the actions taken by us from April 2017 until April 2019 to meet our current equality outcomes.

Over the past two years, we have developed and implemented a wide range of activities and initiatives, both internally and externally, with the aim of achieving the general duties of the Equality Act 2010. We introduced a fresh equality outcome in 2017 on collaborative working as we recognised the importance of fostering constructive working relationships not only with our justice partners but with a wide variety of government agencies, local authorities, community groups, educational establishments and other third sector organisations to advance equality.

Since the introduction of the Equality Act, we have received national recognition for our dedication and commitment to equality and diversity from organisations including the Employers Network for Equality and Inclusion (enei) and Stonewall. I am delighted that we have consistently retained our Top 100 employer status with Stonewall since 2012 as I know how important this recognition is to maintain the confidence of our LGBT community. I was also delighted to note that I AM ME, a registered charity with whom we work closely in partnership and provide representation on their Board of Trustees, was awarded the Queen's Award for Voluntary Service for raising awareness of disability hate crime and keeping vulnerable people safe in their communities. I am pleased that COPFS has been able to contribute to their initiatives including the continued promotion of 17 of our offices as Keep Safe premises.

As Crown Agent, I am proud of our progress and achievements to advance equality, in particular, the work that we led on across criminal justice to further enable access to justice for people living with a disability, which culminated in a published report last year. I hope you will agree that this report reflects our ongoing commitment over the past two years to build upon the progress we have made since the introduction of the Equality Act. It should provide you with an assurance that COPFS is an inclusive employer and that we remain firmly committed to advancing equality across all communities that we serve.

I would like to thank all COPFS staff, community groups and organisations who have contributed to our progress thus far and for their ongoing commitment to further improvement in the future. I would like to extend particular thanks to John Dunn, Deputy Crown Agent and Chair of our Equality Board. John, who retired in February

2019 after a long and distinguished career with COPFS, did so much to provide authentic senior leadership on equality and diversity, leading by example by treating all his colleagues and criminal justice partners with the utmost respect and professionalism. We will miss his personal commitment and his enormous contribution to this very important work. We will continue to follow the example he has set us.

Please look at the COPFS [website](#) for more information about who we are and what we do. Our aim is to make Scotland a fairer and more just society. If you would like to work with us to achieve this then please get in touch. We would be very happy to hear from you.

David Harvie
Crown Agent
April 2019

Foreword

COPFS is Scotland's sole prosecution service. It has committed to making Scotland safer from crime, disorder and danger. It aspires to be a leading public prosecution and deaths investigation service. It also aspires to ensure its workforce reflects the society we live in.

COPFS has recognised for all this to be achievable, it must continue to embrace the tenets of equality and diversity. These must apply equally to its service provision and those who use it, as well as the people who provide those services, their workforce.

With the public's interest at the heart of all they do, the diverse needs of victims, witnesses, communities and the rights of those accused of crime are always a focus. There is a robust approach to hate crimes. It is a highlight that a longstanding collaboration between Police Scotland, the charity I AM ME and COPFS has raised awareness of disability hate crime and created designated safe places where vulnerable people can seek refuge and support, guided by a Keep Safe app. I would like to commend I AM ME and all involved especially Equality Champion Ruth McQuaid, for their work which earned them the Queen's Award for Voluntary Service in 2018.

Another highlight is the development of the Workplace Adjustments Passport. Some with life-long conditions or disability find securing employment difficult. Should they acquire either whilst in employment retaining their role can prove as difficult. The development of this tool is forward thinking and addresses both. These are only two examples from a long list of successes.

The dominant factor in society today is change. No sensible decision can be made any longer without considering not only the world as it is, but the world as it will be. There remains a lot of work to do but I am confident COPFS will not rest on its laurels. It must and will work assiduously taking inevitable change into account when planning services and assessing work conditions. Not to do so would only create a barrier to them realising the aspirations they have set themselves.

I am heartened by this report, look forward to learning of the next raft of successes, building on improved services provision and addressing the gaps.

This is an interesting report and I hope you enjoy reading it.

Lesslie Young

CEO of Epilepsy Scotland, and non-executive member of COPFS management board

About us

The Crown Office and Procurator Fiscal Service (COPFS) is Scotland's sole prosecution service. We receive reports about crimes from the police and other reporting agencies and decide what action to take in the public interest, including whether to prosecute. We also examine deaths that need further explanation and investigate allegations of criminal conduct by police officers. Details about our organisational structure and geographical locations are contained in Annex A.

We play a pivotal role in the justice system, working with others to make Scotland safer from crime, disorder and danger. The public interest is at the heart of all we do as independent prosecutors. We take into account the diverse needs of victims, witnesses, communities and the rights of those accused of crime.

Our approach to equality

Equality and Diversity is at the forefront of our work and plays an integral part in the approach to our work and the context of our decision making. Throughout COPFS, staff provide leadership for our equality and diversity agenda, which is delivered with **respect and professionalism**. Our work on equality and diversity is supported by a team of networks and ambassadors throughout the country. This programme is supported by our senior management who regularly engage in both internal and external initiatives. COPFS is an equal opportunity employer.

Leadership on Equality and Diversity

Our strategic direction in respect of equality and diversity is set by the **Equality Board**, which is chaired by Stephen McGowan, Deputy Crown Agent for Local Court, and includes other senior members of staff.

Delivery is led by our **Equality Champion**, Ruth McQuaid, supported by five **National Staff Networks** leads and 22 **National Equality Ambassadors** representing specific protected characteristics and six **Sheriffdom Equality Network** leads, each of whom is responsible for organising and co-ordinating local equality engagement.

In 2017/2018, our Equality Champion continued to chair the Justice Board Equality and Diversity sub group and is a member of the Tackling Prejudice and Building Connected Communities working group, which includes senior representatives from our Justice partners, all of whom are working towards delivering shared justice equality objectives.

COPFS chaired the Criminal Justice Disability Project, which concluded in June 2018, with the publication of a comprehensive criminal justice response to improved access to justice for people with any form of disability. Seven criminal justice partners were members of this project. COPFS also chaired the Disability Advisory Group (DAG) which was created to support the work of that Project. This Group consisted of twelve organisations representing people living with a disability from a variety of communities.

Our Staff

Staff from around the country, often with an interest or expertise in a particular area of equality and diversity, are members of our **Sheriffdom Equality Networks**, which have been set up in each of the six Sheriffdom areas:

- Glasgow and Strathkelvin
- Grampian, Highland and Islands
- Lothian and Borders
- North Strathclyde
- South Strathclyde, Dumfries and Galloway
- Tayside, Central and Fife

These networks play a vital role in developing links with communities and encouraging staff to help address local issues and promote social responsibility and inclusiveness.

COPFS currently has five staff networks:

- **Staff Disability Advisory Group**, which is made up of staff living with a disability and staff with a special interest in disability equality;
- **Proud in COPFS**, a network supporting lesbian, gay, bisexual, transgender and intersex (LGBTI) staff as well as parents and carers of LGBTI children;
- **Believe in COPFS**, a network for staff to discuss and consider faith and belief issues,
- **COPFS Carers Network**, which supports staff who have caring responsibilities and
- **COPFS Mental Health Network** which supports staff with mental health conditions by raising awareness of and signposting support mechanisms.

All five networks are actively involved in advancing the equality strategy in COPFS and contribute to equality impact assessments for new policies and processes.

COPFS also has a team of 22 national Equality Ambassadors to represent all the protected characteristics from the Equality Act (2010). As well as representing staff, all Equality Ambassadors engage with a variety of external groups throughout Scotland, and provide advice to our staff when dealing with victims and witnesses, raise awareness of their chosen area and provide expert advice on issues relating to cases involving those who have a protected characteristic.

Both the Public and Commercial Services Union (PCS) and the First Division Association (FDA) Union for senior managers and professionals in public service support our equality and inclusion work and are represented on our Equality Board.

The COPFS intranet provides guidance on equality and inclusion and has an extensive staff forum area with sections on equality information and dedicated pages for our staff networks.

Legal Position

The goal of creating a fairer society where everyone can participate and has the opportunity to fulfil their potential is enshrined in law. The Equality Act 2010 sets out a general equality duty that requires Scottish public authorities to pay “due regard” to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a relevant protected characteristic and those who do not.

The general equality duty covers those included in certain groups, known as the

protected characteristics:

- Age
- Civil partnership & marriage
- Disability
- Gender reassignment
- Pregnancy & maternity
- Race
- Religion & belief
- Sex
- Sexual orientation.

As part of the responsibility to meet these duties, public authorities must publish a set of equality outcomes based on evidence and informed by reasonable involvement of equality groups.

This report measures our progress towards achieving these equality outcomes.

Raising awareness

Equality Outcome 1

People who live or work in Scotland are aware of the role of the prosecution service in the Scottish criminal justice system
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Our aim: To raise awareness of COPFS' roles, responsibilities and commitment to the promotion and advancement of equality within the Scottish criminal justice sector.

Results

Over the last two years, COPFS has welcomed an additional number of equality ambassadors and now have 22 staff members fulfilling this role, representing a protected characteristic. We now have ambassadors representing Age; Gender, pregnancy and maternity; Religion and belief; Muslim community; Jewish community; LGB, Transgender; Travelling Community; Disability; Mental health; Carers and Refugees and Asylum Seekers, and they each have a role in reaching out to equality groups as a point of contact. For example our Travelling Community Ambassador spoke at the Edinburgh Launch of the Women's Voices Project for Gypsy/Travellers which is part of the Minority Ethnic Carers of People Project. Much of what we do is focused on working with communities and in schools in order to raise awareness of our roles and responsibilities as Scotland's prosecution service and to highlight the implications of hate crimes as part of our prevention efforts.

A number of film products which we created in 2013-2017 to explain the role of the Procurator Fiscal in Scotland and our approach to hate crime are still within regular use and accessed by education authorities, community groups and individual members of the public. For example, the [Our Role in Your Community](#) film remains accessible from our public website and highlights the work of fiscals, our role in investigating deaths, COPFS' specialist functions and our services for victims and witnesses. A British Sign Language version of this is available.

The hard-hitting anti-sectarian short film, [Them and Us](#) and the follow up film "Just a Laugh?" which highlights racism, homophobia and disability hate crime which were both created in partnership with North Lanarkshire secondary students and supplemented by associated teaching materials are still in use and continue to be promoted to education authorities and other youth groups across Scotland. They are

accessed globally via the website www.intolerance.scot which received 18,063 hits in its inaugural year of 2015, over 11,500 in 2016, 13,700 in 2017 and 8450 in 2018.

The primary school teaching materials on disability hate crime, which COPFS worked in partnership with I AM ME, Epilepsy Scotland, Dyslexia Scotland, Education Scotland and Renfrewshire Council to produce, are still in regular use. The resource was delivered to fifty-one Renfrewshire primary schools in 2017-18 and 10,793 children participated in the programme, which was delivered by cinebus. The programme has continued to be delivered to schools across Renfrewshire in 2018-19. Of the 1625 children surveys returned in 2018/19, 92% stated that they had learned more about disabilities and mental health as a result and 94% considered it important to tell an adult if they or someone else were being bullied because of their disability.

All of these teaching resources were created to raise awareness among young people about the effects of hate crime on victims and their wider community in the hope of deterring such offensive behaviour. They also encourage the victims of hate crime to report such incidents rather than suffer in silence and raise awareness that some offensive behaviour is actually criminal, and highlight the possible consequences for a young person of having a criminal record. It is hoped that the continued use of these films and associated training packs will prevent some people from committing these crimes in the future.

Other work with schools and colleges include mock-trials, which allow pupils and students to experience the court process, and our **National Public Speaking Competition**, which aims to raise the level of public debate in secondary schools on equality and diversity issues. The number of schools participating in the competition has risen from 12 in 2014 to fifty-seven in 2019, and now culminates in a national final. In fact, 82 teams took part in this year's competition. COPFS uses Twitter to provide updates about the current competition and, so far, there have been over 141,000 impressions and nearly 3000 engagements.

The **Keep Safe Ambassador Programme**, developed in partnership with the I AM ME project, Police Scotland and COPFS, to offer young people the opportunity to become Keep Safe Ambassadors within both their school and the wider community is still continuing with a total of 511 Keep Safe Ambassadors trained across Scotland and 431 in active service. Training encourages young people to recognise bullying and harassment and enables them to report incidents safely. The programme is open to young people in Scotland aged 14-18 years.

We continue to attend Pride events across Scotland to promote awareness of our role in prosecuting LGBTI-related hate crime. Staff also engage with local schools, colleges and community groups to raise awareness of the effects of hate crime, both on victims and their communities but also for offenders, by highlighting the life consequences of having a criminal record on future work opportunities.

We created a "Talking Heads" video, which featured people from groups who are the victims of hate crime, talking about their experiences of this crime in Scotland. The video was created to raise awareness of the effects of hate crime on victims and their wider communities. It has been incorporated into training programmes for COPFS staff and Police Scotland and is also available on request to organisations who seek to tackle hate crime.

Our staff meet regularly with representatives of Scotland's diverse communities, such as the Pakistan Welfare Association and the Scottish Council of Jewish Communities (SCoJeC), who are provided with information about how cultural and religious

traditions are respected during fatalities investigations and post-mortem examinations. By continuing our longstanding engagement with specific communities, we continue to focus on breaking down barriers and providing reassurance that we serve all the communities in Scotland. In the most recent Scottish Crime and Justice survey (2019), 75% of respondents thought that “everyone has access to the justice system if they need it.”

Our Race Ambassadors have worked with a wide variety of groups representing refugees, migrants and asylum seekers. We continue to work in partnership with New College, Lanarkshire. Our initial joint initiative aimed at refugee communities in Scotland produced [“A Guide to Scots Law”](#) to better inform those new to the country of our laws and our prosecution policies. COPFS translated this booklet into the top ten languages used by those wishing to make Scotland their home and we continue to promote this resource at community events. Our continued links with New College has led to a presentation on the role of the Procurator Fiscal by our Equality Champion to students with further initiatives, including mock trials, in the process of development.

COPFS has supported important initiatives designed to tackle prejudice and discrimination, for example, the **Equally Safe** strategy to eradicate all forms of violence against women and girls and the 16 days of activism against gender based violence.

The Law Officers make regular use of national media to publicise the COPFS approach to matters relating to prosecution and equality. We also publicise attendance at events and other latest news on our official COPFS [website](#) and Twitter account - @COPFS.

In the past 12 months, our external Equality and Diversity pages have received 2149 unique hits; the section In Your Community has received 621 unique hits while our Victims and Witnesses section has received 29,214 unique hits.

Our [Strategic Plan 2015-18](#) stated that our vision for COPFS was to be the world leading public prosecution and deaths investigation service. It is clear that this could only be achieved through the delivery of excellent customer service. With this in mind, COPFS appointed a Customer Service Champion who is now a member of the Institute of Customer Service (ICS). Their appointment has led to the creation of a Service Improvement Board chaired by a Deputy Crown Agent and the appointment of Service Improvement Champions across all six of our Sheriffdoms. Each Sheriffdom has a Service Improvement Plan and we are committed to rolling out the First Impressions Course to all staff.

By establishing a service-wide benchmark to monitor changes in customer service, action can now be focused in the areas of work giving rise to the majority of complaints. One area that has been monitored is analysis of complaints received: feedback suggests that COPFS relies too heavily on written communication rather than supporting oral methods of communication. In 2018, the Inspectorate of Prosecution in Scotland published its follow-up report on our complaints handling process.

While there are many examples of good and indeed excellent service, failure to communicate and respond to correspondence is our highest upheld complaint. Consequently, we are taking steps to increase the number of complaints being dealt with by face to face or telephone communication directly with the correspondent.

Prosecuting crime

Equality Outcome 2

Our prosecutors will act fairly and without bias towards all victims, witnesses and accused persons, and be sensitive to individual needs, to ensure that the prosecution service we provide, delivers an equal opportunity to everyone to access justice.

Our aim: To take a robust approach to the prosecution of hate crimes, domestic abuse and sexual crimes, which will contribute to helping people live lives safe from crime, disorder and danger

Results

Given the serious impact on victims, families and communities, COPFS takes a robust approach to the prosecution of such crimes. By giving a high priority to cases such as hate crime, domestic abuse and sexual crime, our aim is to build public confidence and tackle the damaging effects of crime and disorder.

Hate Crime

Our progress in tackling aspects of hate crime is measured by annual statistics published each June by COPFS and the Scottish Government. The figures for 2017-18 showed that there had been increases in the number of charges reported for offences relating to disability (51%), religious prejudice (5%), sexual orientation (3%), and transgender identity (17%). There were decreases in the number of charges reported for offences relating to race (3.5%).

There is no single identifiable reason explaining any of these increases or decreases, however it is believed that increased public awareness and victims having greater confidence to report incidents have contributed to these increases in the reporting of hate crime.

There is a broad consensus that disability hate crime continues to be grossly under reported compared to other forms of hate crime. Both Police Scotland and COPFS have worked collaboratively with other justice partners and the Scottish Government on a variety of activities aimed at increasing the level of awareness of disability hate crime. This has especially focused on working with organisations that support people with disabilities, and on encouraging those targeted to report incidents to the police or use Third Party reporting agencies. The large increase in reported charges in 2017-18 may be partially due to increased awareness of what constitutes a disability hate crime and of the support available to report such crime.

Prosecution rates for hate crimes remain high: between 86% for transgender identity to 92% for religiously aggravated offending. However, the repeal of the Offensive Behaviour at Football and Threatening Communications (Scotland) Act 2012 has affected the number of charges reported under that Act in 2017-18 and also the number of charges reported with a religious aggravation. Figures for 2017-18 cannot be directly compared with previous years.

Sexual crime

According to the Scottish Government Criminal Proceedings in Scotland 2017-18 statistical bulletin, published in January 2019, overall the number of people proceeded against for all sexual crimes fell from 1615 in 2015-16 to 1502 in 2017-18, a decrease of 7%. The prosecution of sexual offences is complex and challenging. These crimes

often occur in private and out with the presence of independent witnesses. In addition, forensic opportunities can be lost where the cases reported are historic in nature.

The total number of convictions for sexual crimes remains almost unchanged at 1,053 in 2017-18 (1,040 in 2016-17) however overall the levels are now 39% higher than in 2010-11 (756 convictions).

The conviction rate for rape and attempted rape increased by four percentage points to 43% in 2017-18 with the total number of convictions increasing by eight per cent (from 99 convictions in 2016-17 to 107 in 2017-18).

Sexual crimes now account for 62% of COPFS work in High Court cases.

The **National Sexual Crimes Unit** (NSCU) provides advice and direction at the earliest stages of the investigation of all serious sexual offence cases and all cases involving false allegations of rape. It also ensures that policy and practice in the investigation and prosecution of serious sexual crimes is applied consistently, and that appropriate and timely decisions are taken throughout the life of these cases. This is a reduction from 70% in 2015-2016 but this is due to the increase in non-sexual crimes being prosecuted rather than a reduction in the number of prosecutions of sexual crimes.

Domestic Abuse

Specialist prosecutors for Domestic Abuse and Stalking are in place to oversee these types of cases. They have reviewed policies, practices and training as we understand the impact of these crimes. These crimes can be particularly distressing and damaging for victims and their families. Advances have been made in encouraging victims to report such crimes and we aim to continually improve the way these cases are prepared.

The Domestic Abuse (Scotland) Act 2018 came into force on 1 April 2019. The Act introduces a bespoke offence of engaging in a course of abusive behaviour towards a partner or ex-partner and criminalises patterns of abusive behaviour within the context of a relationship/former relationship, including non-violent coercive and controlling behaviour. The Act also introduces a statutory child aggravation where an offence involves a child and new provisions aimed at enhancing victim safety, including enhanced Non Harassment Order provisions.

The offence recognises that domestic abuse frequently involves patterns of repeated and often long-term abuse and also that it can involve many different types of abuse, which can have a very detrimental cumulative impact on victims. The new offence reflects the true nature of victim's lived experiences of abuse and provides an effective tool for prosecutors to tackle this behaviour and hold more perpetrators to account.

All prosecutors and case preparers, including Advocates Depute prosecuting in the High Court, have completed bespoke training and guidance on the new legislation - over 500 staff trained to date. An e-learning pack was also created as a legacy product for the new legislation which included training on the nature and effect of coercive control on both the victim and also on any children affected by the abuse.

In addition, training provided to prosecutors on domestic abuse has been enhanced and now a number of courses are available including a 3.5 day advanced course, Domestic Abuse Accredited Prosecutors Training, developed in consultation with Safe Lives, the national charity responsible for delivering the Independent Domestic Abuse

Advocacy training. The course includes specialist training for prosecutors on the nature, dynamics and impact of domestic abuse as well as the legal and evidential considerations in prosecuting these cases. One day is entirely facilitated and led by Safe Lives and another half day involves participants job shadowing at an independent specialist advocacy service.

There was an 11% decrease in the total number of domestic abuse charges reported to COPFS between the years 2015-16 and 2017-18. For the year 2017-18, proceedings were taken in 89% of charges compared to 86% of charges in 2015-16. Despite a number of prosecutorial challenges in domestic abuse charges, the number of convictions for offences with a domestic abuse aggravator remains high with an 83% conviction rate in 2017-2018.

Due to the growth in social media, COPFS has written policy guidance to clarify when such communications could result in a crime being committed. Following a wide-ranging consultation, our policy document **reassured the public that online offences would be taken as seriously as crimes committed in person**, while ensuring there would be no danger to freedom of speech.

COPFS understands the physical and emotional effects crime can have on victims and also the vital role witnesses play in the criminal justice system. We are committed to meeting their needs, communicating effectively and recognising any equality and inclusion requirements.

The Victims and Witnesses (Scotland) Act 2014 aims to improve the experience of victims and witnesses in the justice system, ensuring they feel safe, supported and informed. One of the key provisions is that **victims and witnesses now have a legal right to ask for information about the decision to take no action in a case and request a review of that decision**. This is known as the Victims Right to Review(VRR). We continue to provide a dedicated resource attached to our National Enquiry Point to explain this right to victims of particular crimes including hate crimes and domestic abuse and are reviewing our processes to consider how we can improve the provision of information on VRR to a wider range of victims.

Some victims and witnesses may be particularly vulnerable because of their circumstances or the nature of the evidence they may be asked to give to the court. **Special measures are in place to help a vulnerable witness give their evidence in court**. These victims and witnesses are supported by the **Victim Information and Advice Service (VIA)** which COPFS provides and we have established a Victims Forum chaired by our Victims Champion to support those staff to enhance the service they provide and to share best practice across Scotland.

In 2017/2018, COPFS worked with the SOLD network (Supporting Offenders with Learning Disabilities) via the Criminal Justice Disability Project which led to the publication of a comprehensive criminal justice response to increased access to justice for disabled people published in June 2018.

Access to our services

Equality Outcome 3

The services provided by COPFS are suitable and accessible to all who need to use them.

Our aim: To ensure people have equal opportunity to avail themselves of COPFS

services within the criminal justice system.

Results

Equal access to the criminal justice system must be available to all. COPFS plays its part in endeavouring to remove barriers to accessing the criminal justice system in general and our services in particular.

In the most recent Scottish Crime and Justice Survey report, 75% of adults were either fairly or very confident that “everyone has access to the legal system, if they need it.”

Although much of our contact from customers is by telephone, e-mail and the internet, we are aware of the need to ensure our buildings are accessible. We have completed surveys for all of our sites and have developed a list of improvements which are currently being considered as part of our estates work programme. We have improved the Hearing Loop systems in eleven of our sites.

As part of the Criminal Justice Disability Project, guidance has been prepared to help staff prepare communications for the public. All new or revised guidance is considered for presentation in alternative formats, such as **Easy Read** and plain English and we have appointed an **Easy Read Champion** to oversee this. There is now a dedicated [Easy Read section](#) on our public web site, where all of our Easy Read documents can be viewed and downloaded. Examples of material converted into Easy Read include our complaints procedure, a guide to the investigation of deaths and information about our Victim Information and Advice (VIA) service.

Currently all of leaflets are available in electronic format, allowing changes to be made more easily. The “Being a Witness” and “Going to Court” leaflets were improved to include more information about facilities at court. We appreciate that PDF documents may not be suitable for all screen reading software, therefore we have additionally provided Word versions on our web site.

In 2016, we created a poster for our public areas “We are here to help you” along with supporting guidance for staff which was shared with our criminal justice partners and which we have since displayed in the public reception areas of all our offices. The aim of the poster is to provide a clear message to the public that justice organisations are happy to offer reasonable adjustments to ensure that people with disabilities and BSL users can access our services. This approach sits nicely alongside our work on service improvement.

In addition, on the landing page of our public web site, we have added several options to signpost visitors to information in alternative formats:

- Option to increase font size
- Option to translate each web page
- Option to access BrowseAloud software
- Universally recognised symbol to access a dedicated area for British Sign Language (BSL) videos

We also work with our partners in the criminal justice system to ensure that those accused of a crime, as well as victims and witnesses, have access to high quality interpreting and translation services. To promote our membership of the **Happy to Translate** (HTT) scheme, HTT posters were issued to all COPFS reception areas and are also on our website. The HTT logo was added to our letterheads, publications and leaflets.

Equality Impact Assessment (EIA) is a tool that helps public authorities ensure their policies and practices operate as intended. EIA involves systematically assessing the possible, or actual, effect or impact of policies, functions and delivery of services to those with a protected characteristic. In 2018, COPFS published a revised EIA toolkit and guidance for staff to encourage greater use.

Carrying out an EIA identifies both potential positive and negative impacts of a new policy or procedure on protected groups. Any potential negative impacts can be then dealt with and the new policy or process can be adapted accordingly. COPFS now routinely works collaboratively with stakeholders at an early stage in policy development to ensure that new policies are fit for purpose and, more importantly, have stakeholder buy-in. An excellent example of collaborative working was our Domestic Abuse protocol, where several key stakeholders contributed to the consultation process. To date we have published 33 EIAs on our public web site.

Our website contains information about [access to our offices](#) for those with mobility, visual and hearing impairments. We regularly review and update this section of the website. As part of the implementation of our Estates strategy between 2017-2019, we have ensured that each of the sites under review have received an equality impact assessment to ensure that our estates remain accessible to staff and the wider public.

COPFS has made a public commitment to provide translations of documents upon request from any source and proactively translates correspondence with victims and witnesses where a language need has been identified. COPFS also provides interpreters, including British Sign Language interpreters, for victims and witnesses who are required to attend at court. We also organised the translation of several key information documents into the top ten languages used by immigrants to Scotland, all of which are available on our public web site.

COPFS is committed to the prompt investigation of deaths, but accepts that in some cases the time taken to complete a thorough investigation has been too long. To address this issue, COPFS has recently increased the resource available to the Scottish Fatalities Investigation Unit (SFIU), with a view to reducing the time required to complete complex death investigations and improving the provision of information to families and next of kin. In addition, COPFS has revised the way the progress of all death investigations is monitored to ensure that they are completed as efficiently as possible. These measures represent a commitment to achieving a significant improvement in the service delivered by the procurator fiscal in this important area of work.

The way we work

Equality Outcome 4

COPFS staff are knowledgeable about equality legislation and treat all victims, witnesses, accused persons and colleagues with dignity and respect.

Our aim: To develop a culture where COPFS staff are knowledgeable about equality and diversity issues and demonstrate positive attitudes, in respect of all the protected characteristics, in our work in prosecution, unexpected deaths and in our relationships at work.

Results

To ensure we meet the needs of our diverse communities, equality and inclusion must be a part of all aspects of our work – prosecution, investigation of deaths, ultimus haeres (relating to persons who die without leaving a will and has no blood relative who can be easily traced) and staff relationships.

COPFS now has **22 equality ambassadors** – experts in one or more aspects of a particular protected group – to provide staff with information and advice about equality and inclusion and help to engage with relevant stakeholders. Each ambassador has been provided with the opportunity to engage in a two-way mentoring programme, commenced in 2018 whereby they are partnered with a senior member of staff. This programme was developed to increase senior staff awareness of protected characteristics whilst the ambassadors receive senior staff mentoring for their future development. So far the programme has created 19 mentoring relationships. We have formally captured feedback on the programme with 100% of the participants stating that the programme is worthwhile and thought provoking and that their knowledge of equality matters had increased as a result of participation. Each participant also stated they would recommend the programme to another colleague. Plans are in place to further roll out this programme to a further pool of senior managers.

Our Equality ambassadors recently equality impact assessed our revised VIA letters to victims and witnesses of sexual offences, providing helpful advice on issues such as gender neutral language and easy read formats.

COPFS also aims to create an inclusive workplace and supports five staff networks for our staff living with a disability and LGBTI colleagues and for those with an expressed interest in caring, mental health and religion and belief. We recognise that some characteristics represent more of our workforce than others and therefore in addition to exploring the creation of more staff networks within COPFS, we are also working with colleagues across criminal justice to make links with associated staff networks to allow staff access to the range of benefits which other network membership can provide.

The COPFS annual Equality and Diversity staff conference has been running since 2012 and focuses on the importance of mainstreaming equality in everything we do – in each prosecution decision taken and every interaction with the public, colleagues and those from partner organisations in the justice system. Delegates share knowledge and best practice and the conference is used to launch fresh initiatives. For example, the 2018 conference launched our “Thank you for Being a Friend” film which profiled the importance of being an equality ally and a booklet “Not just Gay” which profiled members of the public who represented multiple protected characteristics and provided information on bespoke support helplines for staff who may require cross-strand services.

In the last two years we have utilised our internal magazine for staff entitled Update to actively promote a wide range of equality and diversity initiatives, events and key dates including

- Autism awareness
- Religiously significant events including Easter, Christmas, Ramadan
- World bi-polar day
- LGBT History Month
- Trans Day of Visibility
- International Women’s Day
- The Stonewall Diversity Champion programme
- Mental Health awareness events

- Parental Leave Benefits
- Law Officers event to encourage diversity in law
- Raynaud's Awareness month
- Pride in Justice network

The Criminal Justice Disability Project, which COPFS chaired until its conclusion in 2018, developed an action plan which has delivered a number of products which have increased the knowledge of our staff including a public awareness campaign on disability hate crime; agreeing a standard of accommodation and services for each of our buildings; a site audit of member organisation buildings; a review of disability related training needs and resources to identify gaps; a review of communications for people with disabilities; a review of complaints to identify any themes for services provided to people with disabilities; and, taking a joined-up approach to the implementation of the Victims and Witnesses Act provisions.

Given our commitment to treating everyone with respect and in accordance with their different needs, COPFS has reviewed the accessibility of our complaints procedures. All complaints received in the Response and Information Unit with an equality perspective are monitored on an annual basis by our Equality Champion.

COPFS subscribes to the Civil Service Learning resource which hosts a series of award winning equality and diversity e-learning packages. All staff have been given mandatory objectives to complete this suite of training, some on a yearly basis. The e-learning packages used primarily are: Equality and Diversity Essentials; Disability Awareness; Becoming a Dementia Friend; LGBT Awareness; Mental Health Awareness and Unconscious Bias. We have also introduced revised training for our VIA staff and mandatory awareness training for all staff on the services we provided through VIA to victims and witnesses.

COPFS has a National Enquiry Point for members of the public and defence solicitors to contact with queries about the prosecution service or cases they are involved in. Sometimes these calls can be quite traumatic, both for the caller and staff member. Some callers talk about contemplating suicide. To deal with such conversations, all Enquiry Point staff and managers must complete Applied Suicide Intervention Skills Training (ASIST). This provides our advisers with practical tools and the confidence to help callers in distress and also provides support for the advisers themselves, to enable them to deal with the emotional fall out from a traumatic conversation.

Collaborative Working

Equality Outcome 5

Scotland will be a safer place for everyone as a result of our collaborative working with other organisations.

Our aim: To work collaboratively with our justice partners, third sector groups and key stakeholders to provide a coordinated approach to the provision of criminal justice and to ensure best practice is achieved and shared across the justice sector.

Results

COPFS recognises that to provide an effective prosecution service, it does not operate in a vacuum and effective collaborative working with other organisations provides a structured criminal justice response to both the prosecution of crime and how victims and witnesses are dealt with throughout the criminal justice process.

Victims and Witnesses

In light of this, the Lord Advocate accepted appointment as Co-chair of the Scottish Government's Victims Taskforce which will bring together senior decision-makers from justice agencies, the legal profession, academia and the voluntary sector, including direct representation of victims, to drive forward work that ensures victims' voices are heard and streamline their journey through the justice system.

Our Equality Champion, Ruth McQuaid, is currently a member of the Tackling Prejudice and Building Connected Communities Action Group chaired by the Communities Minister and works in partnership with Scottish Government and organisations including Police Scotland, SCTS, COSLA, BEMIS, Interfaith Scotland, Disability Alliance, Respectme, CEMVO and the Equality Network to address hate crime and has been consulted on a number of Hate crime campaigns over the last two years.

Our Equality Champion, Ruth McQuaid, is also the COPFS trustee for I AM ME, a charity which works collaboratively with a range of partners including Police Scotland and Renfrewshire Local Authority to develop new and innovative ways of raising awareness of disability hate crime. The charity has two key initiatives: I AM ME and Keep Safe. We continue to promote the I AM ME educational resources and seventeen of our offices are designated as Keep Safe premises which are safe places where vulnerable people can seek refuge and support guided by a Keep Safe app. I AM ME was awarded the Queen's Award for Voluntary Service in 2018 and Ruth shared in this award in her role as a trustee.

In collaboration with the Scottish Courts and Tribunals Service (SCTS), Police Scotland and Victim Support Scotland, COPFS are undertaking a wider review of the Joint Protocol entitled "Working Together for Victims and Witnesses" to ensure that it continues to be fit for purpose and enables the provision of the best possible service for victims and witnesses.

Effectively tackling domestic abuse is a shared priority for Police Scotland and COPFS. Policy and Engagement Division and the National Procurator Fiscal for Domestic Abuse, Anne Marie Hicks, work closely with counterparts in Police Scotland to ensure a joined-up approach of robust enforcement and prosecution.

Following the introduction of the Domestic Abuse (Scotland) Act in 2019, COPFS renewed its commitment to robust and effective multi-agency efforts in tackling domestic abuse by working with Police Scotland to review and relaunch the Joint Protocol between COPFS and Police Scotland which sets out the agreed approach to the investigation, reporting and prosecution of domestic abuse in Scotland. Extensive consultation took place with key stakeholders to review the Joint Protocol to ensure it reflected best practice.

COPFS has collaborated with Police Scotland to develop and publish Interim Joint Guidance on the Investigation, Reporting and Prosecution of Offences of Forced Marriage which operates alongside existing guidance in relation to this complex issue.

Equally Safe is Scotland's national strategy for preventing and eradicating violence against women and girls and COPFS is a key partner in the multi-agency work flowing from the strategy to prevent further abuse and improve justice responses to tackling this type of violence and abuse. Funds have been made available from the justice budget specifically for measures to tackle and eradicate violence against women.

Included within this was funding to COPFS to increase court capacity to speed up the processing of domestic abuse cases and reduce summary procedure case journey times to 8-10 weeks, to improve the justice experience for victims and witnesses.

COPFS also is a member of the Criminal Justice Agencies Victims meeting which has input from Police Scotland, SCTS, Scottish Prison Service, the Parole Board for Scotland and Scottish Government. In addition to publishing the annual report on Standards of Service to Victims and Witnesses, this group also provides input into and receives feedback from the Victims Organisations Collaboration Forum Scotland allowing direct feedback from victim's organisations.

Reciprocal Training

As part of our ongoing commitment to training and development of staff, COPFS accepts training input from a number of third sector groups and key stakeholders. This includes training input from Abused Men in Scotland, Age Scotland, ASSIST, Cairns Trust, Epilepsy Scotland, Rape Crisis, SCRA, Scottish Women's Aid, Safe Lives, Shakti, Social Work Services Glasgow, Women's Aid, and the Witness Service.

In a reciprocal manner, COPFS has provided training input to numerous organisations including; the Judicial Institute of Scotland, Police Scotland, Caledonian Project, NHS Scotland Forensic Network and Queen Margaret University.

British Sign Language

COPFS is part of the Working Group on Interpreting and Translation (WGIT) whose remit is to establish common standards for interpreting and translation throughout the Scottish justice system. The current membership includes COPFS, SCTS, SPS, The Law Society of Scotland, Police Scotland, Scottish Children's Reporter Administration (SCRA), and Scottish Legal Aid Board (SLAB).

Over the past two years, the WGIT has worked with Scottish Government to shape and progress their British Sign Language National Plan for the justice sector. The long-term goal is: BSL users (which includes D/deaf and/or Deafblind people whose first or preferred language is BSL) will have fair and equal access to the civil, criminal and juvenile justice systems in Scotland.

The group has already worked with Queen Margaret University to create online modules on the Scottish justice sector for BSL interpreters wishing to work in this area. All of the members are currently reviewing their provision of services for BSL users, including access to online material and effective communication formats.

Autism and Asperger's

All of the justice partners recognise that we need to improve the services we provide to people with autism spectrum conditions who are travelling through the justice systems. Working with Autism Network Scotland, we have started work on a justice pathway for people with autism conditions, to identify gaps in service provision and tailor our respective services to the particular needs of people with autism and Asperger's. To this end, we have improved the volume and variety of information available to staff about autism and have delivered numerous presentations on autism to staff dealing directly with people with autism and Asperger's, whether they are victims, witnesses or accused persons.

Female Genital Mutilation (FGM) Group

COPFS is a member of the Scottish Government's FGM National Action Plan implementation group. Our work in this area contributes to the criminal justice and child protection responses to FGM, ensuring they are robust, swift, consistent and coordinated. We work primarily with Police Scotland to identify opportunities for early and effective interventions in respect of victims and perpetrators of FGM within Scotland and also for Scottish residents abroad.

Pride in Justice

COPFS has been a Stonewall Diversity Champion for several years and has its own LGBTI staff network called Proud in COPFS. Not all of the justice partners are as fortunate so, in September 2018, the idea of creating a pan-justice LGBTI staff network group was proposed to justice partners. All of the justice partners were supportive of this idea and the first networking event, to launch the group, was held in November 2018.

The new group was called Pride in Justice. All staff working in the justice sector are invited to get involved, including both public organisations and private law firms. The focus of the network is on how we can work together to increase inclusivity, raise awareness of LGBTI issues and share best practice in supporting folk from LGBTI communities working in the justice sector.

Pride in Justice hope that by bringing LGBTI staff and their allies together to make those business and social connections this will help provide the foundation for a healthy, happy work life which we all aspire to achieve. It is hoped that networking events will provide a platform where LGBTI people can support one another to be open in their workplaces, share ideas and best practice to promote sexual orientation and transgender equality and hopefully break down any barriers which currently prevent them from accessing an equal opportunity to career success.

Our workforce

Equality Outcome 6

COPFS is an inclusive employer with a workforce which proportionately reflects the diversity of Scottish society and where staff have an equal opportunity to achieve their full potential.

Our aim: To build a workforce which proportionately represents the diversity of Scottish society and the communities we serve, and create an inclusive, respectful work environment where staff can achieve their full potential.

The 2011 Scottish census is the main source for our comparison when considering whether our workforce proportionately represents the diversity of Scottish society but we recognise that the results are now somewhat dated. They remain however the best source of comparison. The next census is planned for 2021.

Gender

The results of the 2011 census disclosed that 51.5% of the Scottish population was female. When the results were restricted to those aged 15-65, to broadly reflect the available workforce, the proportion of females was 50.8%.

In 2017, COPFS statistics revealed that 71% of our workforce was female. Figures

produced as at 31 March 2019 disclose that 71.5% are female so there has been a small change in the gender ratio of our staff in favour of females. No staff declared themselves as non-binary.

We recruit staff at two entry levels - administrative and legal. The ratio for administrative staff discloses 74.6% are female. For legal staff (including trainees), the proportion is 73.2%. We continue to recruit a disproportionately high proportion of female staff at entry level. However the process of recruiting staff is assessed through an anonymous sift. Our legal staff account for 33.4% of our overall workforce and an essential requirement to work as a lawyer at COPFS is the successful completion of a Scots Law degree. It should be noted that, according to the Law Society of Scotland, nearly 70% of law students are female and therefore we are recruiting from a predominately female pool of candidates. Consequentially, our proportion of legal staff very accurately reflects the male/female ratio of legal graduates in Scotland.

To reach out to all potential future employees, we are continuing to invest in our attendance at school career fairs and university events to encourage students to consider a career with COPFS. Some of our staff continue to mentor law students and we work in partnership with the Office of the Advocate General to produce the Your Future in Law programme for schoolchildren in Edinburgh. We also work with schools across Scotland to provide work experience opportunities for secondary school children through Career Ready.

We have a transgender ambassador who is engaged in making positive outreaches to the Scottish transgender community. They are also in active contact with the Mermaids Charity which works to raise awareness about gender non-conformity in children and young people. Our ambassador provides updates staff increasing their knowledge on this issue. We also attended an IDAHOT (International Day Against Homophobia, Transphobia and Biphobia) session run by South Lanarkshire Council in April 2018 on transgender awareness which was cascaded to staff.

In 2017, the proportion of senior staff at SCS level was 43.5% female from a total pool of 23 staff. The current figures show that this has increased by 5.4% to 48.1% female from a current pool of 27 SCS staff. Positive action to provide mentoring and opportunities to access networks across criminal justice is continuing. We currently have four gender equality ambassadors raising awareness of this characteristic across COPFS.

Flexible working opportunities are available to staff at all grades and have been accessed by both men and women including those at SCS level, demonstrating that this is not a barrier to progressing within COPFS. Staff have also been promoted while on maternity leave and whilst pregnant and also on flexible working patterns so we have demonstrated that these issues are not a barrier to progressing within COPFS. We recognise that restrictions on mobility have been a barrier to staff accessing promotion opportunities in the past and have become more flexible about where staff can work by making greater use of technology and are continuing to explore opportunities for remote working including location neutral and homeworking. We are working on implementing a menopause policy and have already made unobtrusive desk top fans available for all staff requesting them.

Disability

The 2011 census established that 19.6% of the Scottish population disclosed a disability or long-term activity limiting health problem, however this figure reduces to

14.9% when considering the working age population only. In 2017, 4.1% of our staff declared a disability with 1.4% failing to disclose. As at 31 March 2019, 4.7% of our staff declared a disability with 1.1% failing to disclose. In addition, 225 of our staff also said they did have medical conditions which have lasted over 12 months with 20.9% of them considering themselves disabled.

COPFS is committed to promoting equality of opportunity for people with disabilities. We have three staff support groups that focus on disability: Staff Disability Advisory Group, COPFS Carers Network and COPFS Mental Health Network. COPFS also chaired the Criminal Justice Disability Project which ended in June 2018 and the Disability Advisory Group which acted as the project's specialist external advisors. As part of this project, COPFS now publishes detailed information about the accessibility of our offices and buildings. We also created detailed guidance for staff about disability issues and the type of reasonable adjustments available to people visiting our offices. We hope this will also encourage people with disabilities to consider us as a future employer. We also provide training for staff to increase their knowledge of the issues affecting people with disabilities. The training aims not only to improve the experience of our customers but also improve understanding of the needs of our staff to ensure they are effectively supported in the workplace and have an equal opportunity to progress. We are about to launch a Workplace Adjustments Passport for staff to support them as they move to new roles and responsibilities.

Additionally, the last two years have seen us reach a record level of nine staff ambassadors being appointed to represent various aspects of disability including mental health, physical disabilities and epilepsy. They are responsible for engaging with groups representing people with disabilities and mental health issues and also raising awareness amongst staff. They are encouraged to support campaigns such as "See Me" which highlights mental health issues and actively highlight Mental Health related events including World Bipolar Day and World Suicide Prevention Day and provide Safetalk training events to support staff dealing with this issue, either in their workplace or personal life.

Under our Fair Futures programme, we established a Health and Wellbeing work stream with a focus on supporting staff to deliver to their full potential at work with the right support. This is now being taken forward by the Employee Health and Wellbeing Committee and a network of six Sheriffdom Health and Wellbeing Groups. COPFS recognises that improving health at work is affected by other factors and we will be progressing a number of workstreams which we hope will lead to healthier and better workforce, including development of skills and experience.

Sexual Orientation

There is limited data and evidence available to accurately identify the proportion of LGBTI people living in Scotland. The 2017 Scottish Household Survey, published in September 2018, disclosed that 97.9% of the population declared as heterosexual/straight with 1.6% declaring as LGB and 0.5% refusing to respond.

COPFS data from 31 March 2019 shows 2.7% of our staff identifying as LGBTI with 83.1% identifying as heterosexual/straight. This leaves 14.2% of our staff whose sexual orientation is unknown, of whom 4.3% prefer not to disclose. This is a slight improvement on the proportion of staff disclosing as LGBTI in 2017 (2.5%)

While our data demonstrates that our workforce broadly reflects the proportion of LGBTI citizens in Scottish society, we aspire to be an inclusive organisation where all of our staff feel comfortable about disclosing their identity. We therefore continue to

subscribe to the Stonewall Diversity Champion's programme and maintain our commitment to improve our rating in their workplace index where we currently hold 51st place in the UK top 100 employers. We continue to support our LGBTI staff network "Proud in COPFS" and our three LGBTI staff ambassadors. We currently have two LGB ambassadors and one transgender ambassador. We also have an allies programme "Friends of Proud in COPFS" with members wearing customized lanyards. LGBT History badges and displaying rainbow desk flags were used to demonstrate their support for LGBTI colleagues and our staff in Ayrshire have raised funds for LGBT Youth through bake sales whilst raising awareness of LGBT issues. We also promote the Stonewall "No Bystanders" campaign which has been endorsed by the Lord Advocate and the Crown Agent and is promoted annually to staff at our staff equality conference.

Ethnic Origin

The 2011 Scottish census disclosed that 4% of the population declared an ethnic background. The majority, at 3%, declared an Asian background.

Our data as at 31 March 2019 discloses that 93.5% of our workforce identifies as White with 2.1% identifying as BAME and 2.1 % as "Other". This leaves 2.3% who have not disclosed their ethnic origin, a reduction of 2.5 % from data gathered two years ago. This would suggest that there are at least 4.2% of our workforce who are from an ethnic group which does not identify as White. Our data from 2017 disclosed that 90% of our workforce identified as White with 2.4% disclosing as BAME and 2.8% as "Other". This left 4.8% not declaring their ethnic origin. The data from 2019 would therefore suggest that the COPFS workforce has become slightly less ethnically diverse over the past two years however an additional 2% of staff have chosen to disclose their ethnic origins. However, of the staff who consider themselves to be "White", an unknown number will be nationals of other countries such as Ireland, Poland, Canada and other predominately "White" populations.

We continue to liaise regularly with ethnic minority communities from across Scotland to consider a career with COPFS and currently have three race ambassadors focused on this work.

Belief or Faith

The 2011 Scottish census established that 54% of the population declared themselves to be Christian, of whom 32% were Church of Scotland and 16% Roman Catholic. 1% of the population declared themselves to be Muslim.

In the 2017 Scottish Household Survey, only 23% of respondents described themselves as Church of Scotland, 14% Roman Catholic and 52% did not share any religious belonging.

In 2017 our data disclosed that 42.2% of our workforce identified as Christian with 17.4% identifying as Church of Scotland and 13.7% as Roman Catholic. 1.1% of our workforce identifies as Muslim and 1.3% identify as belonging to another religious/belief group. 29.6% declared that they did not follow any faith or belief system.

Our data from 31 March 2019 discloses that 42.6% of our workforce identifies as Christian with 17.6% identifying as Church of Scotland and 15.5% as Roman Catholic. 1.6% of our workforce identifies as Muslim and 1.5% identify as belonging to another religious/belief group including 0.5% humanist. 30.8% declared that they did not

follow any faith or belief system.

Our figures would suggest that our workforce has a lower level of Christian employees than is represented in Scottish society albeit it has to be recognised that the census results date back to 2011 and relate to the entire population and not just those of working age. Our data would also suggest that our proportion of Muslim staff is broadly in line with the Muslim population in Scotland.

It is also worth noting that there has been a reduction in the number of staff preferring not to answer this question. In 2017, 22.7% of staff chose not to provide such information while in 2019 this figure had fallen to 17.8%. This suggests that staff are more comfortable with providing information about their religious beliefs and affiliations which is a result of the efforts that we have made to ensure that staff are comfortable in disclosing this information.

We currently have a staff ambassador for Religion and Belief who is supported by three further ambassadors representing the Muslim and Jewish communities. The ambassadors are responsible for liaising with groups representing these communities for building connections with other faith groups and also for raising awareness of these faiths to staff members. Our Jewish Ambassador accompanied the Lord Advocate on a Yom HasHoah event in April 2018 at Giffnock Synagogue and also attended the National Holocaust Memorial event there in January 2019. Staff are encouraged to be open about their religion or belief and this message is endorsed by our Equality Champion in her annual speech to staff at our Staff Equality conference. In 2018, COPFS started a faith group called Believe in COPFS and they have posted a number of articles for staff raising awareness of different religious beliefs.

Age

In 2017, our data disclosed that 51.3% of our workforce was aged between 30 and 49 years with 6.3% aged 60+.

Our data from 31 March 2019 discloses that 47.4% of our workforce is aged between 30 and 49 years with 7.6% aged 60+ which shows that we continue to increase the population of staff working beyond 60. There is however a broad spread of ages working for COPFS. This reflects the Scottish working pattern of more people continuing to work well into their 60s and also that Scotland's population is an aging one. COPFS recognises that people at every age have something to offer as an employee and this workforce will assist us to better represent our communities.

We have developed a number of initiatives to encourage young people to consider a career with COPFS including giving presentations at schools and colleges, work placements, attendance at school career fairs and at university recruitment events. We also currently operate a modern apprentice programme that was open to all age groups and offered the opportunity of permanent employment with COPFS at its conclusion. We are supported by a staff Age Ambassador who is committed to addressing age related issues within the workplace. We offer all staff a pre-retirement course to support them in making the right decision on this important issue.

We continue to encourage staff at all ages to seek development and promotion within the organisation.

Bullying and Harassment

The number of staff who have personally experienced bullying or harassment at work

during the last 12 months has decreased by 2% from 15% in 2017 to 13% in 2019.

There are a number of methods we have employed to communicate that COPFS considers bullying and harassment is unacceptable. We have promoted the “No Bystanders” campaign and have featured the issue in successive annual staff conferences where we have highlighted our Fair Treatment policy.

In conclusion

We continue to aspire to ensure that our workforce reflects the society in which we live. This is a long-term strategic aim and while we have made some progress over the last six years we will continue to take positive action to ensure that we attract applicants from across all our diverse communities in Scotland and that we will thereafter support them and our existing staff to have equal opportunities to progress and develop within COPFS.

Annex B provides a more detailed statistical analysis of the representation of employees within COPFS under each of the protected characteristic headings and the implications for planning.

Organisational Structure

Our organisational structure is based around three work functions and, as at 31 March 2019, we had 1830 staff based in 37 local offices.

COPFS work Functions:

- **Serious Casework** – which comprises of:-
 - **High Court** - deals with the most serious cases, for example homicide, major crime, sex offences and cold cases.
 - **Specialist Casework** - this Function comprises a number of specialist units involved in the delivery of case preparation and the provision of other legal services in support of COPFS core functions where the nature, size and/or complexity of the case or subject matter means that it is most effectively dealt with within Specialist Casework. Units within this function are: Appeals Unit; Criminal Allegations against the Police Division; Health and Safety Unit (including the Helicopter Incident Investigation Team); International Co-operation Unit; Proceeds of Crime Unit; Scottish Fatalities Investigation Unit; Serious and Organised Crime Unit; Wildlife and Environmental Crime Unit and the Civil Recovery Unit.
- **Operational Support** - supports the day-to-day business of COPFS providing Business Services such as HR, Finance, Estates, Information Systems and strategic business development. This function also includes the Policy & Engagement Division which comprises Media Relations, Corporate Communications, Enquiry Point, Management Information and Victims & Witnesses Team.
- **Local Court** - deals with all Summary and Sheriff and Jury cases. This function is delivered locally through a geographical structure based on the six Sheriffdoms. National Initial Case Processing is also part of the Local Court function.

Each of the Sheriffdom Business Units is headed by a senior prosecutor who has responsibility for all cases prosecuted in Justice of the Peace and Sheriff Courts within that Business Unit. These Sheriffdoms are:

- Glasgow & Strathkelvin
- Grampian, Highland & Islands
- Lothian & Borders
- North Strathclyde
- South Strathclyde, Dumfries & Galloway
- Tayside, Central & Fife

Sheriffdoms and Local Offices

CROWN OFFICE

EDINBURGH

GRAMPIAN, HIGHLAND & ISLAND

ABERDEEN
BANFF
ELGIN
FORT WILLIAM
INVERNESS
KIRKWALL
LERWICK
PETERHEAD
STORNOWAY
TAIN
WICK

NORTH STRATHCLYDE

AYR*
CAMPBELTOWN
DUMBARTON
DUNOON
GREENOCK
KILMARNOCK
OBAN
PAISLEY

SOUTH STRATHCLYDE, DUMFRIES & GALLOWAY

AIRDRIE
DUMFRIES
HAMILTON
LANARK
STRANRAER

GLASGOW & STRATHKELVIN

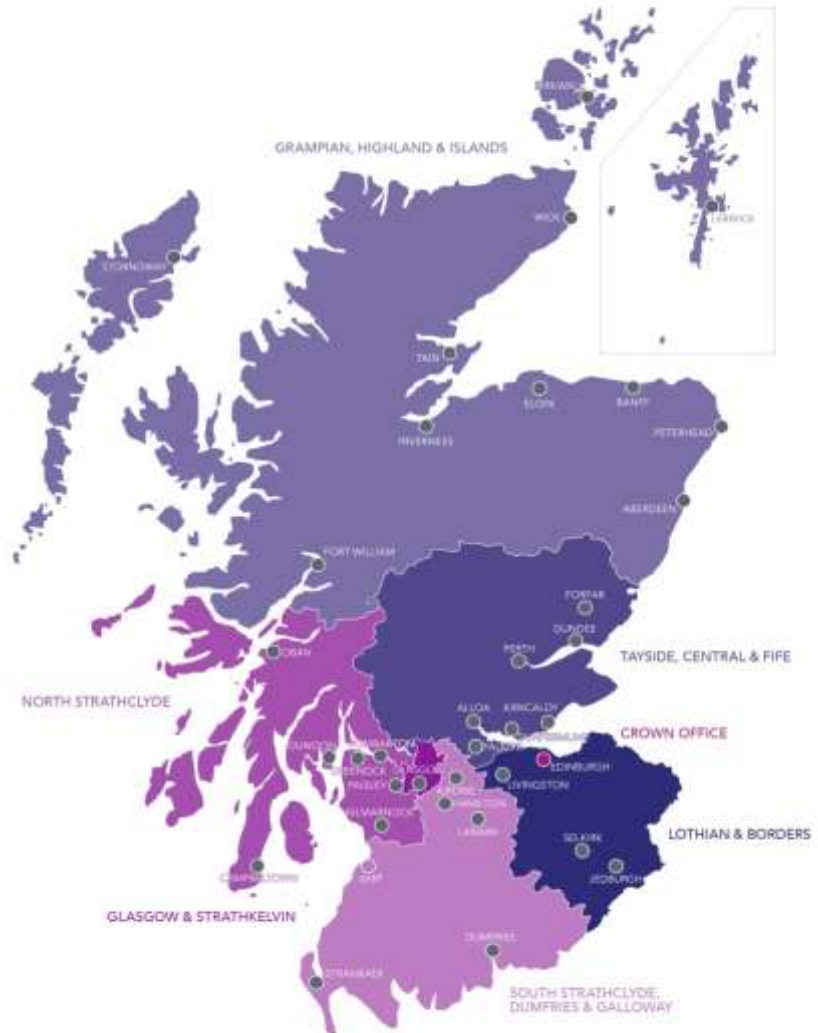
GLASGOW

LOTHIAN & BORDERS

EDINBURGH
JEDBURGH
LIVINGSTON
SELKIRK

TAYSIDE, CENTRAL & FIFE

ALLOA
DUNDEE
DUNFERMLINE
FALKIRK
FORFAR
KIRKCALDY
PERTH



*For COPFS administrative purposes, the PF Office in Ayr is considered part of North Strathclyde.



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Annex B – HR Data and Analysis

Our equal opportunities policy commits us to treat all staff equally, irrespective of their sex, marital status, age, race, ethnic origin, sexual orientation, transgender status, pregnancy and maternity, disability, or religion/belief or because they work part-time. Employment and promotion are based solely on merit. Staff on alternative work patterns are assessed on exactly the same basis as those working full time.

COPFS endeavours to ensure that the data we hold is as current and up to date as possible; our most recent internal Equality and Diversity survey being conducted in March 2019. In total, 35.9% of staff responded to this survey which was a decrease of 23% compared with the 59% participation recorded in 2017. We will continue to encourage participation in future surveys. Participants were given the option to remain anonymous if this was preferred. Information is routinely collected from surveys, and recruitment and selection 'applicant detail's' information. In the March 2019 survey 85 or 12.9% of respondents provided information in addition to that already held on our HR systems. Where individuals have provided their identity, their records have been updated within our HR information system to assist in monitoring staff representation. Anonymous responses from this survey will also be considered to ensure all information supplied by COPF staff is considered.

In order to review Equality and Diversity staff profiling and the results of the survey, COPFS has been assisted by our Equality Project Board

The data used to produce the tables within Annex B in this report is from COPFS HR and payroll system and was extracted as at 31 March 2019. The number of staff in post at this date was 1830.

Section A

Pay Band and salary ranges as at 1 April 2019

Section B

Gender and working pattern by grade

The overall proportion of male and female staff remains similar to the 2017 survey. In Scotland 51% of people are female and 49% are male (Scotland's Census 2011) whilst COPFS gender demographics are: 71.5% of staff are female, 28.5% are male.

We note that at 24.8%, there has been no change in the percentage of our staff who work a part-time pattern. 89.4% of part-time staff are female and 10.6 % of part-time staff are male and we continue to monitor the effects of part-time working on future progression.

Age profile

The majority of our staff, 47.4% are aged between 30 and 49 with 7.6% over 60 years. However, all age ranges are well represented amongst our staff.

Disability declaration by working pattern and grade

4.7% of COPFS staff have declared themselves as disabled, however 225 of 657 respondents said they did have medical conditions which have lasted over 12 months

with 20.9% of the 225 considering themselves disabled. In the Scotland 2011 census, 19.6% had declared themselves as having long-term (over one year) activity-limiting health problems.

Ethnicity

2.1% of staff are recorded as BAME or other ethnic background with 2.3% preferring not to provide information relating to their ethnicity. Figures for white background have increased by 3.5%.

Religious belief profile

30.8% of our staff have declared that they do not follow any faith or belief system. This is followed by Church of Scotland at 17.6% and Roman Catholic at 15.5%. 11% of those surveyed did not answer and 6.8 % preferred not to answer which are still high numbers therefore we will continue to explore with staff why they are reluctant to answer the question.

Marital status profile

This table provides details of the marital status of our staff

Sexual orientation

The numbers of declared gay, lesbian, bisexual and other sexual orientations recorded with our HR system are *above* national average as recorded in the 2017 Scottish Household Survey – 2.7% compared 1.6%. We note that 83.1% of our staff declared that they were heterosexual with 14.2% of our staff choosing not to declare this information. We continue to work on ways to encourage staff to feel able to declare their information for both recording and monitoring purposes and to aid policy development. However the number of staff who have not declared this information has reduced by 3% since the last survey.

Section C

Information on leavers broken down by category between 1st April 2018 and 31st March 2019.

Section D

Information on COPFS Gender Pay Gap as at 31st March 2019.

Section E

In the financial year 2018-2019, COPFS published 49 internal and 43 external adverts filling a total of 416 permanent/fixed term job vacancies with 34 posts still ongoing to be filled as at 30/4/19. The total number of applications received by COPFS was 3332.

COPFS Mainstreaming Report 2019

Annex C - HR Data

Introduction

The mainstreaming report is a legal requirement of all public body organisations and is used to show how they are demonstrating the public sector equality duty and its three requirements:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- Advance equal opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

As part of mainstreaming the equality duty, COPFS must collate and provide evidence. This means an annual gathering of information on the protected characteristics covered by the Equality Act 2010, analysing the data and presenting it in a clear and concise format. The organisation is then required to publish this document on the external website.

In addition to the mainstreaming report, COPFS is also required to publish data on their gender pay gap. This is the percentage difference of among employees between men's average hourly pay and women's average hourly pay.

COPFS does not report on figures less than 5 and in cases where the number has been too small to report on, an * has been used in its place

Contents

Section A – COPFS Salary Scale

- Show the current salary scale for each grade within the organisation following the 2018 pay implementation

Section B – Staff Headcount Data

- Includes data on the current headcount of COPFS as at 31 March 2019. Information is broken down into each of the protected characteristics and separated out by full time and part time employees

Section C – Information on Leavers

- Contains information on employees who have left the organisation between 01 April 2018 and 31 March 2019. This data will also be broken down into the protected characteristics and separated by the reason for leaving

Section D – Average Salaries and Gender Pay Gap

- Details the average salaries and gender pay gap between male and female employees within COPFS. There will be two tables with one showing the percentage gap without the SCS employees and one including the SCS employees

Section E – Recruitment & Selection

- Displays information on recruitment and selection data between 01 April 2018 and 31 March 2019 categorised by the protected characteristics

Section F – Graphs

- Graphs showing the trends in data between 2018 and 2019

Section A

COPFS Salary Scale as at 01 April 2018

Pay Band	Salary Range
B	£19,263 – £20,717
C	£23,909 - £27,372
D	£28,749 - £32,189
E	£37,484 - £43,272
F	£49,666 - £56,653
G	£60,164 - £69,396
H	£69,790 - £72,886
PFD	£39,780 - £49,705
SPFD	£50,037 - £56,324
PPFD	£55,767 - £64,845
SCS Pay Band (1 – 3)	£68,000 - £208,100
PFD Training Year 1	£31,624
PFD Training Year 2	£35,760
Trainee Solicitor Year 1	£19,295
Trainee Solicitor Year 2	£22,500

Section B

COPFS Staff Headcount as at 31 March 2019

Gender broken down by work pattern

Work Pattern	Male		Female		Non-Binary		All Employees	
Full Time	474	34.4%	902	65.6%	0	0.0%	1376	100%
Part Time	48	10.6%	406	89.4%	0	0.0%	454	100%
All Employees	522	28.5%	1308	71.5%	0	0.0%	1830	100%

Gender broken down by grade

Grade	Male		Female		Non-Binary		All Employees	
B	174	25.4%	510	74.6%	0	0.0%	684	100%
C	52	24.2%	163	75.8%	0	0.0%	215	100%
D	79	31.2%	174	68.8%	0	0.0%	253	100%
E	17	50.0%	17	50.0%	0	0.0%	34	100%
F	9	40.9%	13	59.1%	0	0.0%	22	100%
G	11	34.4%	21	65.6%	0	0.0%	32	100%
H	*	*	*	*	0	0.0%	*	100%
PFD	71	26.7%	195	73.3%	0	0.0%	266	100%
PPFD	34	31.8%	73	68.2%	0	0.0%	107	100%
SCS	14	51.9%	13	48.1%	0	0.0%	27	100%
SPFD	44	34.1%	85	65.9%	0	0.0%	129	100%
TS	16	27.1%	43	72.9%	0	0.0%	59	100%
Total	522	28.5%	1308	71.5%	0	0.0%	1830	100%

Gender Reassignment

There are no COPFS employees declaring themselves as non-binary.

Age Group broken down by work pattern

Work Pattern	16-29		30-39		40-49		50-54		55-59		60+		All Employees	
Full Time	315	22.9%	350	25.4%	292	21.2%	174	12.6%	185	13.4%	60	4.4%	1376	100%
Part Time	29	6.4%	104	22.9%	121	26.7%	70	15.4%	51	11.2%	79	17.4%	454	100%
All Employees	344	18.8%	454	24.8%	413	22.6%	244	13.3%	236	12.9%	139	7.6%	1830	100%

Age Group broken down by grade

Grade	16-29		30-39		40-49		50-54		55-59		60+		All Employees	
B	200	29.2%	119	17.4%	126	18.4%	91	13.3%	73	10.7%	75	11.0%	684	100%
C	31	14.4%	60	27.9%	47	21.9%	30	14.0%	36	16.7%	11	5.1%	215	100%
D	18	7.1%	68	26.9%	54	21.3%	43	17.0%	46	18.2%	24	9.5%	253	100%
E	*	*	8	23.5%	9	26.5%	6	17.6%	7	20.6%	*	*	34	100%
F	0	0.0%	*	*	7	31.8%	*	*	7	31.8%	0	0.0%	22	100%
G	0	0.0%	*	*	17	53.1%	7	21.9%	*	*	*	*	32	100%
H	0	0.0%	*	*	0	0.0%	0	0.0%	*	*	0	0.0%	*	100%
PFD	50	18.8%	119	44.7%	52	19.5%	22	8.3%	16	6.0%	7	2.6%	266	100%
PPFD	0	0.0%	25	23.4%	38	35.5%	20	18.7%	18	16.8%	6	5.6%	107	100%
SCS	0	0.0%	0	0.0%	12	44.4%	6	22.2%	9	33.3%	0	0.0%	27	100%
SPFD	*	*	37	28.7%	45	34.9%	15	11.6%	19	14.7%	11	8.5%	129	100%
TS	41	69.5%	11	18.6%	6	10.2%	0	0.0%	0	0.0%	*	*	59	100%
Total	344	18.8%	454	24.8%	413	22.6%	244	13.3%	236	12.9%	139	7.6%	1830	100%

Disability Status broken down by work pattern

Work Pattern	Disabled		Not Disabled		Prefer Not to Answer		Not Known		All Employees	
Full Time	69	5.0%	1243	90.3%	17	1.2%	47	3.4%	1376	100%
Part Time	18	4.0%	423	93.1%	*	*	9	2.0%	454	100%
All Employees	87	4.7%	1666	91.0%	21	1.1%	56	3.1%	1830	100%

Disability Status broken down by grade

Grade	Disabled		Not Disabled		Prefer Not to Answer		Not Known		All Employees	
B	30	4.4%	611	89.3%	7	1.0%	36	5.3%	684	100%
C	8	3.7%	201	93.5%	*	*	*	*	215	100%
D	12	4.7%	236	93.3%	*	*	*	*	253	100%
E	*	*	32	94.1%	*	*	0	0.0%	34	100%
F	*	*	21	95.5%	0	0.0%	0	0.0%	22	100%
G	*	*	28	87.5%	0	0.0%	*	*	32	100%
H	0	0.0%	*	*	0	0.0%	0	0.0%	*	100%
PFD	15	5.6%	245	92.1%	*	*	*	*	266	100%
PPFD	5	4.7%	99	92.5%	*	*	*	*	107	100%
SCS	*	*	25	92.6%	0	0.0%	0	0.0%	27	100%
SPFD	5	3.9%	116	89.9%	*	*	6	4.7%	129	100%
TS	5	8.5%	50	84.7%	*	*	*	*	59	100%
Total	87	4.7%	1666	91.0%	21	1.1%	56	3.1%	1830	100%

Ethnic Origin broken down by work pattern

Work Pattern	White		BAME		Prefer Not to Answer		Other		Not Known		All Employees	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Full Time	1281	93.1%	31	2.3%	15	1.1%	34	2.4%	15	1.1%	1376	100%
Part Time	430	94.7%	8	1.8%	*	*	*	*	11	2.4%	454	100%
All Employees	1711	93.5%	39	2.1%	16	0.9%	38	2.1%	26	1.4%	1830	100%

Ethnic Origin broken down by grade

Grade	White		BAME		Prefer Not to Answer		Other		Not Known		All Employees	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
B	637	93.1%	14	2.0%	*	*	17	2.5%	13	1.9%	684	100%
C	206	95.8%	*	*	*	*	5	2.3%	*	*	215	100%
D	241	95.3%	*	*	*	*	*	*	*	*	253	100%
E	30	88.2%	*	*	*	*	*	*	0	0.0%	34	100%
F	19	86.4%	0	0.0%	0	0.0%	*	*	*	*	22	100%
G	31	96.9%	0	0.0%	0	0.0%	0	0.0%	*	*	32	100%
H	*	*	0	0.0%	0	0.0%	0	0.0%	0	0.0%	*	100%
PFD	247	92.9%	9	3.4%	*	*	5	1.9%	*	*	266	100%
PPFD	101	94.4%	*	*	*	*	*	*	0	0.0%	107	100%
SCS	26	96.3%	0	0.0%	*	*	0	0.0%	0	0.0%	27	100%
SPFD	117	90.7%	*	*	*	*	5	3.9%	*	*	129	100%
TS	54	91.5%	5	8.5%	0	0.0%	0	0.0%	0	0.0%	59	100%
Total	1711	93.5%	39	2.1%	16	0.9%	38	2.1%	26	1.4%	1830	100%

Belief or Religion broken down by work pattern

Work Pattern	Agnostic		Atheist		Church of Scotland		Other Christian		Humanist		Muslim	
Full Time	28	2.0%	54	3.9%	228	16.6%	119	8.6%	8	0.6%	27	2.0%
Part Time	5	1.1%	16	3.5%	95	21.0%	55	12.1%	*	*	*	*
All Employees	33	1.8%	70	3.8%	323	17.6%	174	9.5%	10	0.5%	29	1.6%

Work Pattern	None		Roman Catholic		No Response		Prefer Not to Answer		Other		All Employees	
Full Time	459	33.4%	215	15.6%	128	9.3%	102	7.4%	8	0.6%	1376	100%
Part Time	104	23.0%	69	15.2%	73	16.1%	23	5.1%	10	2.2%	454	100%
All Employees	563	30.8%	284	15.5%	201	11.0%	125	6.8%	18	1.0%	1830	100%

Belief or Religion broken down by grade

Grade	Agnostic		Atheist		Church of Scotland		Other Christian		Humanist		Muslim	
B	7	1.0%	23	3.4%	112	16.4%	70	10.2%	*	*	8	1.2%
C	*	*	7	3.3%	40	18.6%	19	8.8%	*	*	*	*
D	5	2.0%	10	4.0%	63	24.9%	23	9.1%	*	*	*	*
E	0	0.0%	*	*	10	29.4%	*	*	0	0.0%	0	0.0%
F	0	0.0%	*	*	6	27.3%	*	*	0	0.0%	*	*
G	0	0.0%	0	0.0%	7	21.9%	7	21.9%	*	*	0	0.0%
H	0	0.0%	0	0.0%	*	*	0	0.0%	0	0.0%	0	0.0%
PFD	7	2.6%	10	3.8%	29	10.9%	19	7.1%	*	*	7	2.6%
PPFD	*	*	5	4.7%	24	22.4%	10	9.3%	*	*	*	*
SCS	*	*	*	*	6	22.2%	*	*	*	*	0	0.0%
SPFD	6	4.7%	6	4.7%	17	13.2%	18	14.0%	0	0.0%	*	*
TS	*	*	*	*	8	13.6%	*	*	0	0.0%	*	*
Total	33	1.8%	70	3.8%	323	17.7%	174	9.5%	10	0.5%	29	1.6%

Grade	None		Roman Catholic		No Response		Prefer Not to Answer		Other		All Employees	
B	242	35.4%	104	15.2%	69	10.1%	40	5.8%	7	1.0%	684	100%
C	70	32.6%	27	12.6%	23	10.7%	20	9.3%	*	*	215	100%
D	68	26.9%	44	17.4%	22	8.7%	13	5.1%	0	0.0%	253	100%
E	8	23.5%	6	17.6%	*	*	*	*	*	*	34	100%
F	7	31.8%	*	*	*	*	0	0.0%	0	0.0%	22	100%
G	6	18.8%	6	18.8%	*	*	*	*	0	0.0%	32	100%
H	0	0.0%	*	*	0	0.0%	0	0.0%	0	0.0%	*	100%
PFD	78	29.3%	49	18.4%	40	15.0%	23	8.6%	*	*	266	100%
PPFD	13	12.1%	20	18.7%	17	15.9%	12	11.2%	*	*	107	100%
SCS	*	*	*	*	*	*	*	*	0	0.0%	27	100%
SPFD	38	29.5%	13	10.1%	19	14.7%	8	6.2%	*	*	129	100%
TS	30	50.8%	9	15.3%	0	0.0%	*	*	0	0.0%	59	100%
Total	563	30.8%	284	15.5%	201	11.0%	125	6.8%	18	1.0%	1830	100%

Marital Status broken down by work pattern

Work Pattern	Single		Married		Separated		Divorced		Partnered	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Full Time	522	37.9%	575	41.8%	28	2.0%	59	4.3%	133	9.7%
Part Time	74	16.3%	310	68.3%	*	*	20	4.4%	28	6.2%
All Employees	596	32.6%	885	48.4%	31	1.7%	79	4.3%	163	8.9%

Work Pattern	Widowed		In a Civil Partnership		Not Known		Prefer not to Answer		All Employees	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Full Time	5	0.4%	*	*	27	2.0%	25	1.8%	1376	100%
Part Time	7	1.5%	0	0%	5	1.1%	7	1.5%	454	100%
All Employees	12	0.7%	*	*	32	1.7%	32	1.7%	1830	100%

Marital Status broken down by grade

Grade	Single		Married		Separated		Divorced		Partnered	
B	256	37.4%	293	42.8%	10	1.5%	35	5.1%	65	9.5%
C	65	30.2%	104	48.4%	6	2.8%	8	3.7%	25	11.6%
D	50	19.8%	148	58.5%	5	2.0%	23	9.1%	24	9.5%
E	5	14.7%	21	61.8%	*	*	*	*	*	*
F	*	*	12	54.5%	*	*	*	*	*	*
G	*	*	24	75.0%	*	*	0	0.0%	*	*
H	0	0.0%	*	*	0	0.0%	0	0.0%	0	0.0%
PFD	123	46.2%	104	39.1%	*	*	*	*	19	7.1%
PPFD	14	13.1%	71	66.4%	*	*	*	*	7	6.5%
SCS	*	*	20	74.1%	*	*	0	0.0%	*	*
SPFD	35	27.1%	75	58.1%	0	0.0%	6	4.7%	7	5.4%
TS	40	67.8%	11	18.6%	0	0.0%	0	0.0%	5	8.5%
Total	596	32.6%	885	48.4%	31	1.7%	79	4.3%	161	8.8%
Grade	Widowed		In a Civil Partnership		Not Known		Prefer Not to Answer		All Employees	
B	5	0.7%	*	*	11	1.6%	8	1.2%	684	100%
C	*	*	0	0.0%	*	*	5	2.3%	215	100%
D	*	*	0	0.0%	*	*	*	*	253	100%
E	0	0.0%	0	0.0%	0	0.0%	*	*	34	100%
F	*	*	0	0.0%	*	*	0	0.0%	22	100%
G	0	0.0%	0	0.0%	*	*	*	*	32	100%
H	0	0.0%	0	0.0%	0	0.0%	0	0.0%	*	100%
PFD	0	0.0%	0	0.0%	10	3.8%	7	2.6%	266	100%
PPFD	*	*	*	*	*	*	*	*	107	100%
SCS	*	*	0	0.0%	0	0.0%	*	*	27	100%
SPFD	*	*	0	0.0%	*	*	*	*	129	100%
TS	0	0.0%	0	0.0%	*	*	*	*	59	100%
Total	12	0.7%	*	*	32	1.7%	32	1.7%	1830	100%

Sexual Orientation broken down by work pattern

Work Pattern	Gay & Lesbian		Bisexual		Heterosexual/ Straight		Other		Prefer Not to Answer		Not Known		All Employees	
Full Time	37	2.7%	9	0.7%	1152	83.7%	0	0.0%	61	4.4%	117	8.5%	1376	100%
Part Time	2	0.4%	2	0.4%	368	81.1%	0	0.0%	17	3.7%	65	14.3%	454	100%
All Employees	39	2.1%	11	0.6%	1520	83.1%	0	0.0%	78	4.3%	182	9.9%	1830	100%

Sexual Orientation broken down by grade

Grade	Gay & Lesbian		Bisexual		Heterosexual/ Straight		Other		Prefer not to Answer		Not Known		All Employees	
B	12	1.8%	5	0.7%	581	84.9%	0	0.0%	25	3.7%	61	8.9%	684	100%
C	*	*	*	*	189	87.9%	0	0.0%	8	3.7%	15	7.0%	215	100%
D	*	*	*	*	218	86.2%	0	0.0%	12	4.7%	20	7.9%	253	100%
E	*	*	0	0.0%	27	79.4%	0	0.0%	*	*	*	*	34	100%
F	*	*	0	0.0%	19	86.4%	0	0.0%	0	0.0%	*	*	22	100%
G	*	*	0	0.0%	26	81.3%	0	0.0%	*	*	*	*	32	100%
H	0	0.0%	0	0.0%	*	*	0	0.0%	0	0.0%	0	0.0%	*	100%
PFD	14	5.3%	*	*	200	75.2%	0	0.0%	13	4.9%	37	13.9%	266	100%
PPFD	0	0.0%	0	0.0%	82	76.6%	0	0.0%	7	6.5%	18	16.8%	107	100%
SCS	*	*	0	0.0%	21	77.8%	0	0.0%	*	*	*	*	27	100%
SPFD	*	*	0	0.0%	101	78.3%	0	0.0%	6	4.7%	20	15.5%	129	100%
TS	*	*	*	*	54	91.5%	0	0.0%	*	*	0	0.0%	59	100%
Total	39	2.1%	11	0.6%	1520	83.1%	0	0.0%	78	4.3%	182	9.9%	1830	100%

Section C

Leavers in COPFS between 01 April 2018 to 31 March 2019

Gender

Reason Left	Male		Female		Unknown		All Employees	
Resignation	22	44.0%	28	56.0%	0	0%	50	100%
Retirement	7	38.9%	11	61.1%	0	0%	18	100%
End of Fixed Term Appointment	*	*	0	0%	0	0%	*	100%
Transfer to OGD	*	*	19	86.4%	0	0%	22	100%
Other	*	*	*	*	0	0%	*	100%
All Leavers	36	37.9%	59	62.1%	0	0%	95	100%

Age Group

Reason Left	16-29		30-39		40-49		50-54		55-59		60+		All Employees	
Resignation	25	50.0%	10	20.0%	5	10.0%	*	*	*	*	*	*	50	100%
Retirement	0	0%	0	0%	*	*	0	0%	*	*	14	77.8%	18	100%
End of Fixed Term Appointment	*	*	0	0%	0	0%	0	0%	*	*	0	0%	*	100%
Transfer to OGD	*	*	10	45.5%	*	*	*	*	*	*	0	0%	22	100%
Other	*	*	0	0%	*	*	0	0%	*	*	0	0%	*	100%
All Leavers	32	33.7%	20	21.1%	12	12.6%	7	7.4%	7	7.4%	17	17.9%	95	100%

Disability Status

Reason Left	Disabled		Not Disabled		Prefer Not to Answer		Not Known		All Employees	
Resignation	*	*	45	90.0%	0	0%	*	*	50	100%
Retirement	*	*	16	88.9%	0	0%	0	0%	18	100%
End of Fixed Term Appointment	0	0%	*	*	0	0%	0	0%	*	100%
Transfer to OGD	*	*	20	90.9%	0	0%	*	*	22	100%
Other	*	*	*	*	0	0%	0	0%	*	100%
All Leavers	5	5.3%	85	89.5%	0	0%	5	5.3%	95	100%

Ethnic Origin

Reason Left	White		BAME		Prefer Not to Answer		Other		Not Known		All Employees	
Resignation	46	92.0%	*	*	*	*	*	*	0	0%	50	100%
Retirement	18	100.0%	0	0%	0	0%	0	0%	0	0%	18	100%
End of Fixed Term Appointment	*	*	0	0%	0	0%	0	0%	0	0%	*	100%
Transfer to OGD	18	81.8%	*	*	*	*	*	*	0	0%	22	100%
Other	3	100.0%	0	0%	0	0%	0	0%	0	0%	*	100%
All Leavers	87	91.6%	*	*	*	*	*	*	0	0%	95	100%

Belief or Religion

Reason Left	Agnostic		Atheist		Church of Scotland		Other Christian		Humanist		Muslim	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Resignation	0	0%	*	*	11	22.0%	*	*	0	0%	0	0%
Retirement	0	0%	0	0%	5	27.8%	7	38.9%	0	0%	0	0%
End of Fixed Term Appointment	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Transfer to OGD	*	*	0	0%	*	*	0	0%	0	0%	0	0%
Other	0	0%	0	0%	*	*	0	0%	0	0%	0	0%
All Leavers	*	*	*	*	20	21.1%	10	10.5%	0	0%	0	0%

Reason Left	None		Roman Catholic		No Response		Prefer Not to Answer		Other		All Employees	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Resignation	19	38.0%	9	18.0%	*	*	*	*	*	*	50	100%
Retirement	*	*	*	*	*	*	*	*	0	0%	18	100%
End of Fixed Term Appointment	*	*	0	0%	0	0%	0	0%	0	0%	*	100%
Transfer to OGD	6	27.3%	8	36.4%	*	*	*	*	*	*	22	100%
Other	*	*	0	0%	0	0%	*	*	0	0%	*	100%
All Leavers	30	31.6%	19	20.0%	*	*	6	6.3%	*	*	95	100%

Marital Status

Work Pattern	Single		Married		Separated		Divorced		Partnered	
Resignation	31	62.0%	14	28.0%	0	0%	0	0%	*	*
Retirement	*	*	15	83.3%	0	0%	*	*	0	0%
End of Fixed Term Appointment	*	*	0	0%	0	0%	0	0%	0	0%
Transfer to OGD	8	36.4%	7	31.8%	*	*	*	*	*	*
Other	*	*	*	*	0	0%	0	0%	0	0%
All Leavers	44	46.3%	37	38.9%	*	*	*	*	5	5.3%

Work Pattern	Widowed		Not Known		Prefer not to Answer		All Employees	
Resignation	*	*	*	*	0	0%	50	100%
Retirement	*	*	0	0%	0	0%	18	100%
End of Fixed Term Appointment	0	0%	0	0%	0	0%	*	100%
Transfer to OGD	0	0%	*	*	0	0%	22	100%
Other	0	0%	0	0%	*	*	*	100%
All Leavers	*	*	*	*	*	*	95	100%

Sexual Orientation

Work Pattern	Gay, Lesbian, Bisexual & Other Sexual Orientations		Heterosexual/Straight		Prefer not to Answer		Not Known		All Employees	
Resignation	*	*	45	90.0%	*	*	*	*	50	100%
Retirement	0	0%	16	88.9%	*	*	*	*	18	100%
End of Fixed Term Appointment	0	0%	*	*	0	0%	0	0%	*	100%
Transfer to OGD	0	0%	19	86.4%	*	*	*	*	22	100%
Other	0	0%	*	*	0	0%	0	0%	*	100%
All Leavers	*	*	85	89.5%	*	*	6	6.3%	95	100%

Section D

Average Salaries

Information on the Band H grade has not been included as there are less than 5 employees working to this grade and would identify individual salaries
No staff declared that they were non-binary therefore no data is available

Pay Band G – (£60,164 to £69,396)				
Salary	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	32	11	21	0.41%
Average Pay	£69,299	£69,115	£69,396	£281

Pay Band PPF – (£55,767 - £64,845)				
Salary	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	107	34	73	-0.16%
Average Pay	£63,261	£63,332	£63,228	-£104

Pay Band SPFD – (£50,037 to £56,324)				
Salary	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	129	39	85	-0.19%
Average Pay	£55,528	£55,567	£55,461	-£106

Pay Band PFD – (£39,780 to £49,705)				
Salary	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	193	53	140	2.51%

Average Pay	£46,626	£45,772	£46,950	£1,178
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Training Band 2 (£35,760)				
Salary Range	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	24	10	14	0.00%
Average Pay	£35,760	£35,760	£35,760	£0

Training Band 1 (£31,624)				
Salary Range	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	49	8	41	0.00%
Average Pay	£31,264	£31,264	£31,264	£0

Pay Band F – (£49,666 to £56,653)				
Salary	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	22	9	13	-0.45%
Average Pay	£52,630	£52,771	£52,532	-£239

Pay Band E – (£37,484 - £43,272)				
Salary	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	34	17	17	0.83%
Average Pay	£40,718	£40,548	£40,889	£340

Pay Band D – (£28,749 - £32,189)				
Salary	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	253	79	174	0.56%
Average Pay	£31,177	£31,057	£31,232	£175

Pay Band C – (£23,909 to £27,372)				
Salary	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	215	52	163	0.23%
Average Pay	£26,106	£26,062	£26,121	£59

Pay Band B – (£19,263 to £20,717)				
Salary	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	684	174	510	0.25%
Average Pay	£20,396	£20,358	£20,409	£52

Trainee Solicitors - Year 1 £19,295

Salary Range	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	31	5	26	0.00%
Average Pay	£19,295	£19,295	£19,295	£0

Trainee Solicitors - Year 2 £22,500				
Salary Range	No of employees in Range	Male	Female	% Difference between Female & Male salary
Total	28	11	17	0.00%
Average Pay	£22,500	£22,500	£22,500	£0

Gender Pay Gap

The tables below show the gender pay gap when all grades within the service are included.

The first table is concerned with the gender pay gap based on a basic salary:

Pay Bands TS & Band B – SCS (£18,513 - £208,100)				
Salary Range	No of Employees in Range	Male	Female	% Difference between Male & Female Salary
Total	1830	522	1308	8.00%
Average Pay	£33,361	£35,386	£32,554	£2,832

The second table is concerned with the gender pay gap based on a basic salary shown by an hourly rate:

Pay Bands TS & Band B – SCS (£18,513 - £208,100)				
Salary Range	No of Employees in Range	Male	Female	% Difference between Male & Female Hourly Rate
Total	1830	522	1308	8.00%
Average Pay	£17.34	£18.39	£16.92	£1.47

The tables below show the gender pay gap when only grades Band B to Band G are included.

The first table is concerned with the gender pay gap based on a basic salary:

Pay Bands TS & Band B – H (£18,513 - £72,866)				
Salary Range	No of Employees in Range	Male	Female	% Difference between Male & Female Salary
Total	1803	508	1295	5.86%
Average Pay	£32,679	£34,116	£32,116	£2,000

The second table is concerned with the gender pay gap based on a basic salary shown by an hourly rate:

Pay Bands TS & Band B – H (£18,513 - £72,866)				
Salary Range	No of Employees in Range	Male	Female	% Difference between Male & Female Hourly Rate
Total	1803	508	1295	5.86%
Average Pay	£16.99	£17.72	£16.69	£1.04

Section E

Recruitment and Selection statistics between 01 April 2018 to 31 March 2019

Gender

Female		Male		No Response		Prefer Not to Answer		Total	
1994	59.8%	1181	35.4%	112	3.4%	45	1.4%	3332	100%

Age

16-29		30-39		40-49		50-54		55-59		60+		No Response		Prefer Not to Answer		Total	
1267	38.0%	914	27.4%	538	16.1%	270	8.1%	117	3.5%	28	0.8%	115	3.5%	83	2.5%	3332	100%

Sexual Orientation

Gay, Lesbian, Bisexual & Other Sexual Orientations		Heterosexual/Straight		No Response		Prefer Not to Answer		Total	
148	4.4%	2915	87.5%	111	3.3%	158	4.7%	3332	100%

Ethnic Origin

White		BAME		Prefer Not to Answer		Other		Not Known		Total	
2964	88.9%	151	4.5%	78	2.3%	29	0.9%	110	3.3%	3332	100%

Belief or Religion

Agnostic		Atheist		Church of Scotland		Other Christian		Humanist		Muslim	
0	0%	0	0%	421	12.6%	153	4.6%	0	0%	76	2.3%
None		Roman Catholic		No Response		Prefer Not to Answer		Other		Total	
1830	54.9%	489	14.7%	119	3.6%	208	6.2%	36	1.1%	3332	100%

Disability

Disabled		Non-Disabled		Prefer Not to Answer		Unknown		Total	
148	4.4%	2949	88.5%	78	2.3%	157	4.7%	3332	100%

Section F

