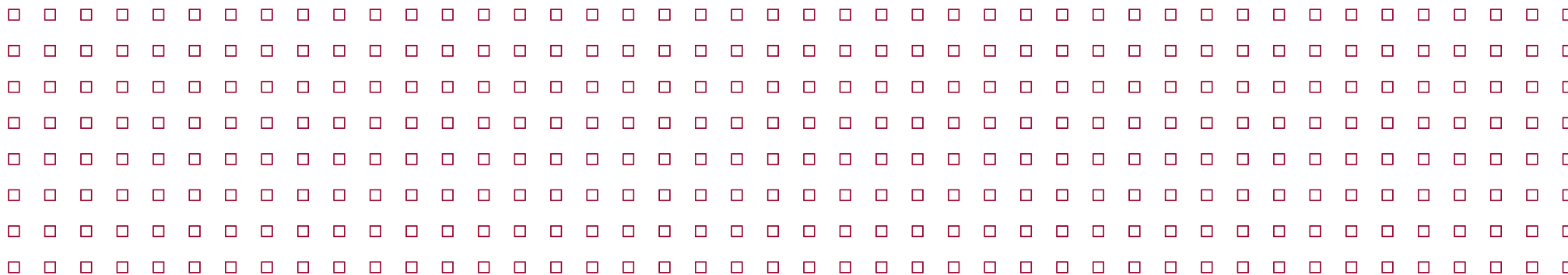




Ministry of
JUSTICE

Yearly Review of the Gender Equality Scheme

March 2008



Ministry of Justice

Yearly Review of the Gender Equality Scheme

Addendum 1

March 2008

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Annual Review of former DCA Gender Equality Scheme and Relevant Parts of the Home Office Combined Scheme

In April 2007 the former DCA published its first Gender Equality Scheme. The Home Office published its joint Disability, Race and Gender Equality Scheme on 5 May 2007. Following the machinery of government changes on 9 May 2007, the Department of Constitutional Affairs, National Offender Management Service, Office of Criminal Justice Reform and Her Majesty's Probation Service combined to form the new Ministry of Justice (MoJ).

As part of developing a new MoJ Gender Equality Scheme we have reviewed the work of the former DCA and relevant parts of the Home Office combined Scheme. This review took the form of updates against the actions outlined in the former Schemes and reconsideration of the key priorities.

MoJ initiated its organisational review in August 2007 and a new organisational structure will take effect from 1 April 2008. The review examined how the different business areas will work together for the future. In particular it considered areas of overlap and how these will be taken forward as one Ministry. Until 1 April the different business areas continue to work separately operationally.

General Duties

Both the former DCA and Home Office areas of MoJ have a number of ongoing actions to address the elimination of discrimination and harassment as well as promoting opportunity and positive attitudes. In the last year NOMS have set up the Equality and Diversity Taskforce which is helping to drive change. The taskforce is made up of senior managers who take action to ensure there is a consistent approach to dealing with equality and diversity in NOMS. Additionally NOMS have ensured their websites and intranet sites are accessible. The Office of Criminal Justice Reform (OCJR) have developed a framework for more regular and proactive engagement with key stakeholders, while the Prison Service have completed an equal pay audit that included a disability analysis. The former DCA has also set up a Harassment and Bullying Committee.

Information Gathering

The former DCA has been working to identify the gaps in its data collection and has set up a working group to agree ways of collecting the information on staff related issues for the future. More details about these are set out in the new MoJ Scheme and specific actions can be found in MoJ's Gender Equality Scheme Action Plan at Addendum 2.

The former Home Office areas are similarly considering the gaps in their data and have a number of ongoing actions to address these gaps (as set out in Addendum 2). Also the Prison Service are introducing a new analysis of their HR data called the Diversity Review which be undertaken during 2008.

Both the former DCA and Home Office areas of MoJ have developed and introduced new Equality Impact Assessment (EIA) toolkits. These toolkits provide guidelines on the information required to make informed decisions on taking forward policies. The outcome of these assessments can be found on the MoJ website and since December 2007 completed EIAs have also been published at <http://www.justice.gov.uk/publications/equality-impact-assess.htm>

MoJ are currently developing a consistent EIA framework for use across the business that will ensure future EIAs are undertaken effectively and systematically.

Direct comparisons between the new MoJ and the former DCA and Home Office are problematic due to organisational changes and the formation of the new ministry. The new Scheme is being published relatively quickly after the previous documents, and as such little substantial change will be visible through statistical data.

The Use of Information Gathered

MoJ has published all former DCA current MoJ Equality Impact Assessments on its website with alternative formats available on request. All future EIAs will be published as a matter of course. This will help aid accountability for our performance.

MoJ has recognised the problems with the information gathering process, especially with regards to developing organisation wide statistical data. Human Resources and the Equality, Diversity and Human Rights Division have been working to develop information gathering related to equality.

The new MoJ Scheme has been drafted with wide involvement from internal and external stakeholders and their observations have strongly influenced the Scheme.

Summary

These changes are only a sample of the work which is on going at MoJ. More information can be found within the body of the Equality Schemes. As part of developing the first set of MoJ Equality Schemes we have included all actions previously set out in former Schemes to ensure that the work continues in these areas, and will pay specific attention to improving data gathering across all business areas of the new Ministry.

Ministry of Justice Corporate Centre

E- Delivery Group (EDG)

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Consideration given to possible gender equality issues before project initiation service and checked on an ongoing basis throughout the project life cycle 	Head of EDG	Arrange for nominated individuals to receive EIA training.	Yes	Yes

Finance and Commercial Directorate:
Corporate Finance Division
Internal Audit Division
Commercial Group

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Named person has been appointed and trained to carry out Equality Impact assessments 	Head of Finance and Commercial Group	Apply skills. Senior and middle managers to continue to meet to discuss equality and diversity issues and identify areas where EIA's will be required.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Attended Supplier Diversity Workshop to explore how to increase range of suppliers used 	Head of Procurement Division	<p>Set up system for collecting and evaluating data on supplier profile</p> <p>Set up system for collection and evaluating data to check supplier delivery of equality and diversity requirements in contracts.</p>	Yes	Yes
<ul style="list-style-type: none"> Tender exercise of cleaning simplified to enable/encourage participation by smaller, under represented enterprises 	Head of Procurement Division	Continue to explore/expand pool of under represented groups	Yes	Yes

Human Resources Directorate (HRD)

**Learning and Development Division
 Senior Staffing and Talent Management Team Division
 People Services
 Advice and Guidance
 HR Strategy and Policy
 Workplace Support**

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Key personnel have been identified and trained to carry out Equality Impact Assessments. 	Learning and Development	Apply skills.	Yes	Yes
<ul style="list-style-type: none"> All course directors ensure that diversity is embedded in relevant course materials using advice provided centrally by HR, Corporate Staff Networks and other diversity specialists. 	Learning and Development	Monitor and review	Yes	Yes
<ul style="list-style-type: none"> “The Management Challenge” course content devised to include specific diversity awareness sessions. 	Learning and Development	Monitor and evaluate feed back	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Departmental mentoring scheme advertised to all staff through a variety of media and applications particularly encouraged from under-represented groups and promoted via Corporate Staff Networks. 	Learning and Development	Monitor take up form under represented groups and investigate any gaps.	Yes	Yes
<ul style="list-style-type: none"> Diversity Awareness Training, including issues around gender, is mandatory for new entrants and regional development teams have been running courses for Magistrates Courts Staff (who became part of the former DCA in April 2005). 	Learning and Development	<p>Provide training on the duty to promote gender equality.</p> <p>Develop an E-Learning package for equality and diversity with and external provider.</p>	Yes	Yes
<ul style="list-style-type: none"> All training courses have been devised so that they start and finish at suitable times (usually 10.00 a.m. - 4.30 p.m.) and are mostly non-residential; non-residential options are available for all courses to increase participation from minority groups 	Learning and Development	Continue to monitor	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Provided material to WIN (Women's issues network) to help in the design of skills audit 	Learning and Development	none	Yes	Yes
<ul style="list-style-type: none"> • Two "Assertiveness for Women" courses were run in partnership with WIN (Women's Corporate Staff Network). These were held in direct response to members feedback on the skills audit. A total of 17 members attended. The courses have been evaluated and the feedback very positive with the courses assessed as 'excellent'. 	Learning and Development	Act on feedback	Yes	Yes
<ul style="list-style-type: none"> • Contract for face to face equality impact assessment training was awarded in November 2007 after a competitive tender. The training programme will run until March 2009. EIA training receiving good feedback about 3-4 courses run per month across the country 	Learning and Development	Continue	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Worked with Network for Caring to co-design course on "Career and Personal Development for those with Caring Responsibilities" – first of these courses was run in November in Leeds 	Learning and Development	Evaluate feedback and act on findings.	Yes	Yes
<ul style="list-style-type: none"> Develop response and actions to recent training review in partnership with Equality Diversity and Human Rights Division. 	Learning and Development	Progress being made through the list of recommendations, e.g. (i) e-learning module will cover equality duties, (ii) EIA training delivered since December 2007. Further meetings will be arranged to plan how to take forward remaining recommendations.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Staff opinion survey reports have been commissioned annually by external body and analysed by all diversity strands. 	HR Strategy and Policy	Continue to monitor and evaluate survey results. Identify and investigate any trends for gender and take appropriate action.	Yes	Yes
<ul style="list-style-type: none"> Contributed to targets in Ten Point Plan. 	HR Strategy and Policy	Continue to implement actions and monitor performance against targets.	Yes	Yes
<ul style="list-style-type: none"> Workshops and wider consultation with under-represented groups on new Performance Management System and Competence Framework for former DCA staff. 	HR Strategy and Policy	Evaluate performance management to competence framework system and ensure fair for all.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Recognition and Reward policy implemented 1 October 2007 – Corporate Staff Networks consulted and guidance from best practice organisations sought e.g. ACAS, inter-departmental groups and Employer Forums. 	HR Strategy and Policy	Evaluate data on recognition and reward payments to ensure equitable for all.	Yes	Yes
<ul style="list-style-type: none"> SCS pay awards subject to diversity monitoring 	HR Strategy and Policy	Continue to monitor and identify trends for gender and take appropriate action	Yes	Yes
<ul style="list-style-type: none"> Corporate Equality and Diversity Helpline established and in operation. 	Workplace Support	Monitor, collect data and act on feedback	Yes	Yes
<ul style="list-style-type: none"> Briefing packs for managers produced and distributed by Recruitment Account Managers in each region. 	HR Strategy and Policy	Seek and assess feedback To ensure needs are met.	Yes	Yes
<ul style="list-style-type: none"> Produce Workforce Composition Report on an annual basis, identify trends and produce appropriate action plans. 	HR Strategy and Policy	Monitor action plans. Continue to collect data.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Monitoring job adverts to ensure that jobs are advertised as 'not suitable for flexible or reduced-hours working' only when there is a good business case made. 	HR Strategy and Policy	Continue to monitor and enforce when necessary.	Yes	Yes
<ul style="list-style-type: none"> Gender-based issues are addressed and all advice provided as appropriate. 	Advice and Guidance	Continue to ensure gender base issues are addressed as appropriate.	Yes	Yes
<ul style="list-style-type: none"> Grievance and discipline cases managed locally 	Advice and Guidance	Review harassment and discrimination complaints and other grievance and identify any trends. Monitor employees who have formal disciplinary actions taken against them and identify any trends. Take action as appropriate.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Senior women regularly participate in recruitment panels and provide quality assurance to ensure that representative panels are achieved 	HR Strategy and Policy	Continue to implement and monitor.	Yes	Yes
<ul style="list-style-type: none"> External recruiters are required to provide evidence of how they ensure diversity of candidates 	HR Strategy and Policy	Monitor and ensure focus is maintained	Yes	Yes
<ul style="list-style-type: none"> System in place to ensure feeder grade posts are available on a flexible working pattern 	Senior Staffing and Talent Management Team	Monitor and enforce as necessary	Yes	Yes
<ul style="list-style-type: none"> Detailed practical guidance developed to assist HR Team Leaders in supporting individuals who may be considering gender reassignment and systems developed to support staff who transition while at work. This was promoted through a variety of media e.g. in-house magazines and the intranet 	Advice and Guidance	Monitor and review	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Produced report on the Senior Civil Service (SCS) and feeder grade targets against the 10 Point Plan to be reviewed by Departmental Management Board. Reports produced in November 2007 and self assessments forwarded to Cabinet Office 				

Legal and Judicial Services Group:

**Judicial Services and Corporate Diversity Directorate
 Legal Services Regulations and Redress Division
 Supreme Court Implementation Programme Directorate
 Judicial Policy and Appointments Division
 Judicial Human Resources Division
 Equality Diversity and Human Rights Division
 Legal Directorate**

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Appointment of a named person responsible for carrying out Equality Impact Assessments (EIAs) 	Head of Judicial Services and Corporate Diversity Group	Appoint staff member for EIA role.	Yes	Yes
<ul style="list-style-type: none"> Publication of a report in November 2006 setting out views of working group regarding increasing diversity in the profession. 	Head of Legal Services Regulation and Redress	Monitoring and work ongoing	Yes	Yes
<ul style="list-style-type: none"> Provision of the Ministry's policy on equality and diversity to all potential contractors. 	Head of Legal Services Regulation and Redress	Work ongoing	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> A policy has been developed for the Supreme Court Judiciary on maternity and paternity leave. This will form part of the staff handbook when this is designed and implemented. 	Head of the Supreme Court Implementation Team	Work ongoing	Yes	Yes
<ul style="list-style-type: none"> Partial EIA completed on existing policy 	Head of the Supreme Court Implementation Team	Monitor outcome and conduct full EIA where appropriate.	Yes	Yes
<ul style="list-style-type: none"> Encouragement of under-represented groups to compete for procurement contracts as well as provision of the Ministry's policy on equality and diversity, and copies of the Equality Schemes to all potential contractors. 	Head of Supreme Court Implementation Programme	Monitor and evaluate as appropriate	Yes	Yes
<ul style="list-style-type: none"> Ensured that contractors have understood and signed up to the requirements of MoJ's Equality and Diversity Policy. 	Head of Supreme Court Implementation Programme	Monitor and evaluate as appropriate	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Established a Judicial Appointments Commission (JAC) to bring independence and transparency to the selection process. JAC has statutory duty to have regard to the need to encourage diversity in those available for selection. 	Head of Judicial Policy and Appointment Division	Monitor and evaluate as appropriate.	Yes	Yes
<ul style="list-style-type: none"> Magistrates recruitment material was designed and tested to meet the needs of all potential applicants. 	Head of Judicial Policy Recruitment Team	Monitor and review	Yes	Yes
<ul style="list-style-type: none"> Appointment of a named person responsible for carrying out Equality Impact Assessments (EIAs) within the business area 	Director of Legal and Judicial Services Group	Ensure named person is trained in EIA Process. Apply skills.	Yes	Yes
<ul style="list-style-type: none"> Judicial Human Resources Division is linked to the department's diversity process and has introduced salaried part time working and career breaks for the judiciary without exception. Both of these take account of the current legislative requirements. 	Head of Judicial Human Resources Division.	Monitor and evaluate to ensure staff have access to reduce hours working and career breaks.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Diversity training available as part of the induction process to staff across the Ministry including HMCS and tribunals. 	Head of Equality Diversity and Human Rights Division	Monitor to ensure this is being delivered	Yes	Yes
<ul style="list-style-type: none"> Targeted EIA training and support have been provided to staff. EIA training will be available from December 2007) 	Head of Equality Diversity and Human Rights Division	Ensure that all relevant staff receive EIA training and where necessary, a named individual is identified in each branch to carry out EIAs	Yes	Yes
<ul style="list-style-type: none"> Senior Management Briefings with regard to embedding equality and diversity into the business 	Head of Equality Diversity and Human Rights Division	Ensure that key messages are cascaded down.	Yes	Yes
<ul style="list-style-type: none"> Awareness raising events and training on Human Rights 	Head of Equality Diversity and Human Rights Division	Work ongoing	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Established a ministerial led external reference group with participants from a range of equality and diversity organisations (all 6 strands of diversity represented) including the equality commissions. 	Head of Equality Diversity and Human Rights Division	Maintain stakeholder focus and involvement	Yes	Yes

National Offender Management Service

**Commissioning and Partnerships Directorate
 Equality and Diversity Unit
 Health and Offender Partnerships
 Corporate Services Directorate
 Law and Sentencing Policy
 Sentencing Policy and Penalties Unit
 Sentencing Commission and Working Group Secretariat
 Criminal Law and Policy Unit
 Joint Youth Justice Unit
 Women Policy Unit
 Offender Information Services**

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Equality impact assessments on key documents undertaken. 	Head of NOMS	Continue to embed EIA process into the business	Yes	Yes
<ul style="list-style-type: none"> Consulted with key stakeholders regarding documents content and focus. 	Head of NOMS	Maintain stakeholder focus.	Yes	Yes
<ul style="list-style-type: none"> Supported regional commissioners to incorporate equality and diversity into regional commissioning plans. 	Head of NOMS	Ensure Moms compliant with equality duties.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> NOMS Stakeholder Engagement Board established to facilitate external involvement in NOMS E&D agenda. 	Head of NOMS	Continue to engage with stakeholders.	Yes	Yes
<ul style="list-style-type: none"> NOMS Equality and Diversity Taskforce established to implement the recommendations of the E&D Review. 	Head of NOMS	Continue to implement recommendations from the review.	Yes	Yes
<ul style="list-style-type: none"> Developed proposals for SLA 	Head of NOMS	Act on findings	Yes	Yes
<ul style="list-style-type: none"> Produced and disseminated Risk Mitigation actions 	Head of NOMS	Monitor and review	Yes	Yes
<ul style="list-style-type: none"> Draft Equality Standard and Policy produced and currently subject to consultation. 	Head of NOMS	Consult on draft and analyse feedback and act on findings	Yes	Yes
<ul style="list-style-type: none"> Active involvement of staff associations in NOMS Equality impact assessments process. 	Head of NOMS	Continue to involve staff Associations to ensure EIAs meet the required standard.	Yes	Yes
<ul style="list-style-type: none"> Established and implemented NOMS EIA process and acting as quality assurance function prior to EIA signed off by senior policy board. 	Head of NOMS	Continue to develop process through MoJ wide EIA working Group.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Monitored implementation of the recommendations arising out of Corston Report. 	Head of NOMS	Work ongoing	Yes	Yes
<ul style="list-style-type: none"> Worked with the equality and diversity team to ensure equality impact assessment processes are communicated to all staff. 	Head of NOMS	None	Yes	Yes

Strategy Group

**Strategy Directorate:
 Strategy Development and Projects Division
 Ministry of Justice Board Secretariat
 Research Unit
 Economics and Statistics Division**

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Currently preparatory work. Ongoing discussions Nov 2007 likely introduction of Bill 	Director of Strategy Group	Continue with work on the Bill and assess impact on different groups	Yes	No

COMMUNICATIONS DIRECTORATE

Strategic Communications
 Communications Delivery
 Internal Communications
 Education Information & Advice (EI&A)
 News Division

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Developed an effective strategic communications plan 	Director of Communications	Monitor and review	Yes	Yes
<ul style="list-style-type: none"> Completed the procurement review 	Director of Communications	Monitor and review	Yes	Yes
<ul style="list-style-type: none"> Established a framework of effective communications through which to deliver high quality products 	Director of Communications	Monitor to ensure needs are being met.	Yes	No
<ul style="list-style-type: none"> Phase one of a pilot scheme, which encourages the use of community outreach returns, has been completed along with an exercise in gathering best practice examples. 	Director of Education Information and Advice	Evaluate pilot scheme and develop recommendation and action plans as appropriate	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> The staff within the team are regularly briefed about the importance of diversity issues and the use of the equality impact assessment tool when delivering new policies. 	Director of Education Information and Advice	Diversity Business Contacts continue to brief division as appropriate.	Yes	Yes

**CHANGE DIRECTORATE:
Mental Capacity Implementation Programme (closed 31st October 2007)
Coroners/Burials Units
Departmental Change Assurance and Support Team (DCAST)**

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> MCIP were represented at several stakeholder diversity events in 2006 	Director of Change	None	Yes	Yes
<ul style="list-style-type: none"> All major family carers organisations added to MCIP stakeholder database 	Director of Change	Continue to expand stakeholder database	Yes	Yes
<ul style="list-style-type: none"> The Coroners Unit advised individual coroners on people who lack capacity and family carers issues and assist where possible with liaison with Local Authorities. 	Head of Coroners Unit	Continue to provide advice as necessary	Yes	Yes
<ul style="list-style-type: none"> Awareness raising leaflet about the Mental Capacity Act produced for people who lack capacity and family carers. 	Director of Change	Evaluate feedback to assess effectiveness of leaflet.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Regular meetings held between Coroners Unit, coroners representatives, burial professionals, faith groups and other interested stakeholders provide the opportunity to raise and discuss relevant areas of interest, including equality issues. 	Head of Coroners Unit.	Maintain stakeholder focus	Yes	Yes
<ul style="list-style-type: none"> Diversity keyholder identified who will ensure equality impact assessments are carried out by each project and programme and that all diversity issues are considered and addressed. 	Director of Change	Monitor and evaluate.	Yes	Yes

CONSTITUTION DIRECTORATE

Governance of Britain
Electoral Policy Division
Human Rights Division
Information Rights Division
Constitutional Settlement Division
European and International Division
Constitution Programme Office and MoJ Honours Unit

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Presentations made to different community groups to increase awareness of the registration process 	Head of Electoral Policy Division	Analyse feed back and act on findings to assess impact of presentations	Yes	Yes
<ul style="list-style-type: none"> • Assisting the Department for Communities and Local Government on the EU Gender Directive. 	Head of European and International Division	Maintain involvement.	Yes	Yes
<ul style="list-style-type: none"> • Programme of pilots in 2006 – 10 in administrative and electronic voting. 	Head of Electoral Policy Division	Monitor and evaluate programme of pilots.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Over a 100,000 copies of the guidance on Human Rights distributed across communities. 	Head of Human Right Division	Monitor feedback and act on findings. Use communication strategy to continually improve public confidence.	Yes	Yes
<ul style="list-style-type: none"> Advise private organisations and Public Authorities on the application/implementation of the Gender Recognition Act, including their duties and responsibilities. 	Head of Constitution Directorate	On going work.	Yes	Yes

LEGAL AID STRATEGY DIRECTORATE

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Consulted on and introduced fixed fees for many types of work (magistrates' court work in urban areas and all early civil work apart from mental health). 	Head of Legal Aid Strategy Directorate	Monitor and evaluate work in this area. Conduct EIA to assess impact		
<ul style="list-style-type: none"> Introduced and reviewed means testing in the Magistrates Courts ensuring that those who can afford to pay, do pay for legal representation achieving an estimated £35 million a year savings to be used in other priority areas of legal funding 	Head of Legal Aid Strategy Directorate	Assess impact of review.	No	Yes
<ul style="list-style-type: none"> Applied the principles of open government for the recruitment of commissioners involving an independent scrutiny by an independent panel 	Head of Legal Aid Strategy Directorate	Continue to monitor and review process	Yes	Yes

Actions Taken

Associated Offices

Court Funds Office and the Official Solicitor and Public Trustee (CFOOSPT)

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Both offices have worked on Outreach programmes, reviewed and updated their literature, held senior staff conferences to raise awareness of staff issues, and followed them through with Diversity Working Groups. This has resulted in a more joined up approach serving our clients has been noted by users and engagement with partners such as HMCS has shown improvements in our services to children 	Head of CFOOSPT	<p>Continue with initiatives.</p> <p>Devise workshops for staff to address equality and diversity issues and raise awareness.</p>	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Tender processes have been completed for a new banking provider and the enbloc process and the correct Equality and Diversity requirements have been met by both providers 	Head of CFOOSPT	None	Yes	Yes
<ul style="list-style-type: none"> Outreach Programmes have taken place that have seen us engage with user groups in courts, the British Banking Association, Local Authorities and chair our own user group meetings. We have been successful in engaging with Local Authorities, Age Concern, Reunite, NSPCC, Mind and the Family Bar Council. These groups have assisted us in focussing our attention on ensuring our clients' needs are catered for. 	Head of CFOOSPT	Continue to involve stakeholders in the organisational process where appropriate.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Monitoring takes place under all diversity strands and the feedback from customers has been positive and evidenced that our services meet the needs of the legally incapacitated parties that we represent and monitor the finances of. 	Head of CFOOSPT	Continue to monitor and evaluate feedback	Yes	Yes
<ul style="list-style-type: none"> Information on the services we provided are made available on the internet, by running/holding local user groups/forums, outreach to local communities, and cross-agency initiatives 	Head of CFOOSPT	Ensure all information is fully accessible. Identify our client base to ensure need continually met.	Yes	Yes
<ul style="list-style-type: none"> Named person has been appointed and trained to carry out Equality Impact assessments 	Head of CFOOSPT	Apply skills	Yes	Yes

The Office of Criminal Justice Reform (OCJR)

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Developed and test data collection/monitoring systems. Work is in hand with a key voluntary sector service provider to put in place monitoring and equality impact assessment processes in relation to Disability, Gender and Race. To be progressed in 2008. 	Head of OCJR	Continue to evaluate data collection / monitoring systems.	Yes	Yes
<ul style="list-style-type: none"> Continued with the programme of screening policies and conducting full EIA's as appropriate-An EIA has been conducted on the Draft Strategic Plan and this included consultation with a range of stakeholders across equality strands 	Head of OCJR	Continue with EIA processes.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Developed a framework for more proactive and regular engagement with key stakeholder and user groups to help identify areas in which improvements in relation to equalities are required. Consultation is taking place within Policy Units and business areas. The proposed framework alongside the OCJR Strategy. 	Head of OCJR	Analyse feedback from consultation and implement necessary action	Yes	Yes
<ul style="list-style-type: none"> Developed structures to enable the review/assessment of services. The initial scoping for this work has been completed and the first phase of the Project (mapping work) is due to begin. 	Head of OCJR	Initiative ongoing	Yes	Yes
<ul style="list-style-type: none"> Developed an OCJR-wide Diversity and Equality Strategy and re-establish a cross-Directorate Group to oversee and monitor its implementation. Work has started (Scoping and preparation of project brief). 	Head of OCJR	Continue to monitor / implement the Equality and Diversity Strategy	Yes	Yes

Wales Office

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Diversity co-ordinator appointed to streamline and deliver the diversity agenda while also being the main point of contact for all equality related issues. 	Head of Wales Office	Continue to support and deliver the diversity agenda	Yes	Yes
<ul style="list-style-type: none"> Working Group established to feed into the way forward for mainstreaming diversity issues into the business 	Diversity Co-ordinator	Evaluate feedback and take appropriate action	Yes	Yes

AGENCIES

Her Majesty's Courts Service (HMCS)

Directorate: Civil Family and Customer Service

Division: Civil Law and Justice Division

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> A fundamental review of the current system of fee exemptions and remissions took place during 2006 to ensure that it is well targeted and consistently applied in all the courts. The purpose of the scheme is to ensure that people of limited means are not denied access to the courts because they genuinely cannot afford to pay court fees. A full public consultation took place and changes were implemented in October 2007. 	Head of Civil Justice Division	Periodic review to ensure the need is being met including appropriate consultation with stakeholder groups including those with special diversity interest.	Yes	No

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> 18 small claims mediators have been appointed to date - mediations can be conducted by phone without the court user having to attend court. All court users in England and Wales will have access to the service from April 2008. 	Head of Civil Justice Division	<p>Analysed responses to find out if we are meeting our diversity requirements and to explore ways to improve the service overall for all our customers.</p> <p>Complete full EIA if necessary.</p>	Yes	Yes
<ul style="list-style-type: none"> HMCS has also introduced a national mediation helpline/ referral service (www.nationalmediationhelpline.com), where mediations can be arranged via the phone or website. 	Head of Civil Justice Division	Continue monitoring	Yes	Yes
<ul style="list-style-type: none"> HMCS is piloting an on-line dispute resolution service 	Head of Civil Justice Division	Monitor, evaluate and report	Yes	Yes
<ul style="list-style-type: none"> Community-based mediation service pilot set up in South West London 	Head of Civil Justice Division	Monitor and report	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> In 2005 there was appropriate consultation with stakeholder groups and diversity issues were considered as part of the initial regulatory impact assessment. No further work on this aspect since the Race, Disability and Gender Audits in December 2006. Further Consultation on details of schemes later this year. (Revision of Admin orders) 	Head of Civil Justice Division	Publish results of consultation. Act on feed back	Yes	Yes
<ul style="list-style-type: none"> Initial EIA completed in August 2007 on "The Debt Process" consultation paper which was subsequently published in September 2007. 	Head of Civil Justice Division	Investigate ways to improve engagement of defendants in debt process with the aim of reducing default judgements.	Yes	Yes
<ul style="list-style-type: none"> Engaged with Court User Groups, Judicial Advisory Group and Focus Groups on how to simplify the jurisdictional structure and procedures of the Courts. 	Head of Civil Justice Division	Continue to engage with stakeholders	Yes	No

Division: Family Justice Division

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Family Mediation Helpline - Research data from Telephone Helpline Association on accessibility and effectiveness of help-lines in information delivery. Disability advisor consulted re Minicom. Feedback forms available on the website. Individual mediators , representatives of all mediation organisations, and judiciary included in the stakeholder group. 	Head of Family Justice Division	Evaluation and monitoring of the Family Mediation Helpline.	Yes	Yes
<ul style="list-style-type: none"> Civil Partnership dissolution- Statistics from the Department for Business, Enterprise and Regulatory Reform (formerly the Department for Trade and Industry), HM Courts Service private law family statistics information on court accessibility and facilities reviewed using information from HM Courts Service website. 	Head of Family Justice Division	Act on findings.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Project to improve transparency in Family Courts set up to include allowing media into Family Courts as of right: • Pre-consultation meetings with variety of stakeholder groups e.g. Asian Family Counselling Group • First consultation paper published July 2006 • Response paper published March 2007 • http://www.dcs.gov.uk/consult/courttransparency1106/consultation11006.pdf • On-line discussion forums set up for adults and children • Held stakeholder events with key agencies and set up a Family Justice Council Transparency working group • Further consultation published in June 2007 focussing on openness and providing better information. 	Head of Family Justice Division	<p>EIA on openness of Family Courts</p> <p>Evaluation and analysis of second consultation on openness in Family Courts.</p> <p>Restructuring /redrafting of HMCS information on website for Family Court users</p> <p>Pilot the provision of better information to calculate the time and cost of producing transcripts/decision summaries.</p>	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> An EIA has been developed to ensure improvements to care proceedings take account of all diversity considerations, including gender. 	Head of Family Justice Division	Assess feedback and act on findings.	Yes	Yes
<ul style="list-style-type: none"> The Family Justice Council Diversity Committee have been consulted in developing the EIA and we are also liaising with the Official Solicitor to consider specific issues relating to those who lack the capacity to make decisions for themselves. 	Head of Family Justice Division	Maintain stakeholder focus Access feedback and act on findings.	Yes	Yes
<ul style="list-style-type: none"> The Care Review team consulted with a wide range of stakeholders and a stakeholder event was held on 10 November 2005 to hear views from those involved in care work and seek their feedback about problems with the current system and possible solutions. An Advisory Group was also established for the Care Review, which acted as a forum for debating issues and concerns. 	Head of Family Justice Division	Advisory group established. Work on going. Continue to monitor and collect data and feedback.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Consultations on both the PLO and the statutory guidance took place from June – September 2007 and a consultation event was held on 11 July 2007 to seek the views of key stakeholders on this work. 	Head of Family Justice Division	Access feedback and act on findings.	Yes	No
<ul style="list-style-type: none"> • An inter-agency working group (involving HMCS, DCSF, LSC and the Welsh Assembly Government) is looking at ways data collection can be standardised across agencies, to remedy this issue. We are also working with DCSF and Cafcass who already collect diversity data, to explore sharing of data. 	Head of Family Justice Division	Continue monitoring and collecting data.	Yes	Yes
<ul style="list-style-type: none"> • Evaluation on the use of Video Conferencing equipment in care centres completed in February 2007. Guidance for the use of VC equipment was issued to family courts in September 2007. 	Head of Family Justice Division	Monitor bedding in of process and report back in September 2008	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> The courts improved local procedures and practices in order to enhance security measures and provide better information to its users. Local arrangements have also been made to manage final hearings in Adoption cases under the Adoption and Children Act 2002 (the 2002 Act). 	Head of Family Justice Division	Monitor and evaluate new procedures and arrangements put in place.	Yes	No

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Currently we are monitoring the performance of Adoption cases under the 2002 Act using manually collated statistical data and feedback from courts and users. 	Head of Family Justice Division	We are currently in the process of improving the way in which this information is being collated and expanding the form to include wider information, which will allow more diverse data to be produced. We aim to introduce this in April 2008 through a One Truth Performance database.	Yes	No
<ul style="list-style-type: none"> Attending forums such as the British Association for Fostering and Adoption (BAAF) and the Local Adoption and Fostering Network and engaging with key stakeholders to ascertain any issues/concerns arising as a result of the 2002 Act. 	Head of Family Justice Division	Continue networking with key stakeholders and take appropriate action on feedback	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Two new non-judicial members of the Civil Procedure Rule Committee (CPRC) and one new judicial member of the Family Procedure Rule Committee (FPRC) were appointed in autumn 2007. A full public advertisement was commissioned to encourage diversity and a range of minority bodies such as the black lawyers association were directly contacted. A very positive validation certification from the office of the Commissioner for Public Appointments was made. The CPRC membership includes two women members, and no members from black and ethnic minorities. The FPRC membership comprises 5 women members (out of 16) and one black member. Provision for disabled access at the open meeting was made and one disabled guest attended the Family Procedure Rule Committee. 	Head of Family Justice Division	Continue diversity focus and awareness when recruiting.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Monitoring of feedback from customers using the CPR and FPR website and feedback from guests of open meeting. 	Head of Family Justice Division	Continue to monitor and act on feedback.	Yes	Yes
<ul style="list-style-type: none"> Feedback and actions resulting from HMICA Reports on Domestic Violence. 	Head of Family Justice Division	Assess feedback, take action as necessary	Yes	Yes
<ul style="list-style-type: none"> Implementation of new Domestic Violence Rules: Domestic Violence, Crime and Victims Act 2004, sections 1 and 4 implemented 1 July 2007, 	Head of Family Justice Division	Continue monitoring and assessing impact of new legislation.	Yes	Yes
<ul style="list-style-type: none"> Evaluation of Independent Domestic Violence Advisers (IDVAs) across 64 Specialist Domestic Violence Courts (SDVC) sites. Completed April 2007. 	Head of Family Justice Division	Act on findings	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Separate Representation of Children partial EIA September 2006, full EIA July 2007 • Formal consultation process and analysis of responses has taken place. • Workshops and focus groups were arranged and aimed at key stakeholders and children to support the separate representation of children work-stream. 	Head of Family Justice Division	Act on findings and implement recommendations as appropriate.	Yes	Yes
<ul style="list-style-type: none"> • Under the UFS programme, 36 locations have already brought together the family administration of county courts with Family Proceedings Courts 	Head of Family Justice Division	Complete EIA on central UFS Programme	Yes	Yes
<ul style="list-style-type: none"> • Conducting court user groups meetings and surveys before and after implementation of a UFS site., Questionnaires included asking respondents how they identified their race and gender. 	Head of Family Justice Division	Access and take action as necessary	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> The programme manager attended the diversity sub-committee of the Family Justice council. At the first meeting they agreed to develop a report following sight of the Equality Impact Assessment for one of the Programme's pilots. At the second meeting it was agreed that the messages in that report will form part of the UFS central guidance and will be disseminated through a special UFS newsletter, circulated via e news very early in 2008. This news letter has been drafted and will be sent very shortly. 	Head of Family Justice Division	Issue Newsletter. Monitor responses and feedback.	Yes	Yes
<ul style="list-style-type: none"> The central programme team is currently conducting a review of the EIA status of the programme. It has been agreed with the Equality Directorate that this review will be concluded in April 2008. 	Head of Family Justice Division	Work on-going.	Yes	Yes

Customer Service Directorate:

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Policies relating to User Survey and Charter Mark consulted on with various internal diversity networks including Proud, Rainbow, Network for Caring, WIN and Disability Network 	Head of Customer Service Directorate	Review and develop policy and deliver. Undertake court user survey, Obtain Charter Mark Accreditation	Yes	Yes
<ul style="list-style-type: none"> • A review of CAFÉ completed and system being developed as a result of feedback. Focus groups were run to obtain this feedback 	Head of Customer Service Directorate	Work on-going	Yes	Yes
<ul style="list-style-type: none"> • The Quick Reference Guide has been updated and is now called “Handling Customer Feedback – A Quick Reference Guide” which provides all HMCS staff with advice and guidance on how to deal with all types of feedback. This booklet is available in alternative formats. 	Head of Customer Service Directorate	Monitor impact. Seek and act on feedback.	Yes	No

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Court Manager standard job description implemented - one of the five key responsibilities is 'Managing Customer & Community Relations' 	Head of Customer Service Directorate		Yes	Yes
<ul style="list-style-type: none"> • New Leadership Development programme - contract awarded for roll- out during 08-09 	Head of Customer Service Directorate		Yes	Yes

HMCS Estates:

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Procedures reviewed to ensure compliance with European Union Contract Regulations and Office of Government Commerce policy guidelines which govern equality and diversity policy in contract matters 	Head of HMCS Estates	<p>Issue an Estate Management Notice to ensure that policy is sent out to suppliers.</p> <p>Ensure that all potential suppliers are issued a copy of MoJ Equality and Diversity Policy.</p>	Yes	Yes
<ul style="list-style-type: none"> Customer Satisfaction Surveys are carried out and data is collected on gender; no trends have been identified in relation to gender. 	Head of HMCS Estates	Continue collecting data and monitoring	Yes	Yes

HMCS Crime and Enforcement Directorate

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Special training day on Equality Impact assessments held (March 2007) for people likely to be carrying these out 	Director of Crime and Enforcement	Implement process and monitor performance. Update skills as necessary	Yes	Yes

HER MAJESTY'S COURTS SERVICE REGIONS

Region: Northwest Region

Cheshire and Merseyside, Cumbria and Lancashire, and Greater Manchester.

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Ongoing use of Local Diversity and Equality Groups who consult local authorities and third sector organisations in order to access the diverse makeup of communities within the region; 	Regional Diversity Manager	Continue to ensure accessibility into Equality and Diversity Groups	Yes	Yes
<ul style="list-style-type: none"> Use of national and local customer and staff surveys, staff forums, diversity and equality steering groups and local action groups as well as Court User groups in all areas and Courts Boards. 	Regional Diversity Manager	<p>Monitor the impact of functions and policies on disability race and gender.</p> <p>Identify trends and implement appropriate action.</p>	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Establishment of Area Diversity Steering Groups; 	Regional Diversity Manager	Implement Area Diversity Steering Groups. Evaluate Progress Disseminate information accordingly	Yes	Yes
<ul style="list-style-type: none"> Increased focus on customer service as Courts work towards Charter Mark accreditation; 	Regional Diversity Manager	Continue to collect and document evidence.	Yes	Yes
<ul style="list-style-type: none"> Training Needs Analysis conducted for staff on diversity and required training provided; 	Regional Diversity Manager	Collate data from needs analysis. Evaluate training provision. Implement training as appropriate.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Appointment of a trained named person responsible for conducting Equality Impact Assessments (EIAs) within the business area as well as ensuring staff are informed of the need to conduct Equality Impact Assessments for new local policies and practices incorporating all areas of diversity. 	Regional Diversity Manager	<p>Evaluate monitor EIA process</p> <p>Continue to embed equality and diversity into the business through EIA process.</p>	Yes	Yes
<ul style="list-style-type: none"> Regional Diversity Managers are involved in the quality assurance process for EIAs; 	Area Director	Continue to assess EIA process.	Yes	Yes

HMCS South West Region:

Avon and Somerset, Devon and Cornwall, Dorset, Gloucestershire and Wiltshire and Hampshire and the Isle of Wight

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Increase in community engagement through links with Criminal Justice Boards (CJB's) including a representative from Diversity Forum on the Confidence Group in all CJBs. 	Regional Diversity Manager	Work on going	Yes	Yes
<ul style="list-style-type: none"> • Appointment of named persons responsible for, and ongoing training on the conducting of, Equality Impact Assessments (EIAs) within most areas. 	Regional Diversity Manager	Continue to assess EIA process.	Yes	Yes
<ul style="list-style-type: none"> • Steps taken to assess the diverse makeup of local communities within business areas through the analysis of census information, through work with Local Criminal Justice Boards, information on Local Authority websites. 	Regional Diversity Manager	Monitor the diverse make up of the complaints and feedback forms. Analyse information. Initiate appropriate activities.	Yes	Yes

<ul style="list-style-type: none"> Engaging with local community through a variety of activities such as annual open days in each county and schools mock trials competition. 	Regional Diversity Manager	Continue participation in local community activities.	Yes	Yes
<ul style="list-style-type: none"> Appointment of Regional Equality and Diversity Support Officer to support Regional Director 	Regional Diversity Manager	Work on-going	Yes	Yes

HMCS North East Region:

North & West Yorkshire, Humberside & South |Yorkshire and Cleveland, Durham and Northumbria

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Appointed Area Lead Diversity Officers in all 3 Areas. 	North East Regional Diversity Manager	Continue to support and promote the Equality and Diversity Agenda.	Yes	Yes
<ul style="list-style-type: none"> Area Charter Mark pre-assessment September 2007. Identified customers, geographical cover and organisation background. 	North East Regional Diversity Manager	Collect evidence Analyse information Understand trends and put processes/procedures in place accordingly.	Yes	Yes
<ul style="list-style-type: none"> Area Action Plans and Court level Action Plans developed to encourage community engagement. 	North East Regional Diversity Manager	Monitor progress to assess impact.	Yes	No
<ul style="list-style-type: none"> Advertising on-line services via noticeboards, leaflets, flyers in local communities. 	North East Regional Diversity Manager	Evaluate feedback and take action as necessary	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Through the Local Criminal Justice Board information obtained from census and local councils on diverse make up of community with local area (Cleveland, Durham & Northumbria Area). 	North East Regional Diversity Manager	Use information to inform business	Yes	Yes
<ul style="list-style-type: none"> Community Involvement Strategies (06/07 and 07/08) identified community demographic makeup (North and West Yorkshire Area) 	North East Regional Diversity Manager	Use information to inform business.	Yes	No
<ul style="list-style-type: none"> An independent advisory group appointed for lesbian, gay, bisexual and transgender members of the Local Criminal Justice Board has been established. This group has been used to help with policies, employment and partnership working e.g. providing advice on Chartermark. 	North East Regional Diversity Manager	Continue to involve key stakeholders to give guidance on policies and initiatives.	Yes	Yes
<ul style="list-style-type: none"> Reissued Equality & Diversity Statement to all staff. 	North East Regional Diversity Manager	Review periodically to maintain staff awareness.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Local Briefing prepared on Race, Disability and Gender current legislation to assist managers raise staff awareness of responsibilities under these. 	North East Regional Diversity Manager	Ensure briefing kept up to date.	Yes	Yes
<ul style="list-style-type: none"> Undertaken joint training for magistrates and staff by members of the LGBT community. 	North East Regional Diversity Manager	Evaluate training provision. Implement training as appropriate.	Yes	Yes

HMCS South East Region:

Essex, Bedfordshire & Hertfordshire; Thames Valley; Norfolk, Cambridgeshire & Suffolk; Kent; Sussex and Surrey.

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Ongoing work on the creation of detailed gender, race and disability action plans for each area within the region. 	HMCS South East Regional Director	Implement actions arising and evaluate progress on action plans.	Yes	Yes
<ul style="list-style-type: none"> New recruitment policy launched April 2007. 	HMCS South East Regional Director	Monitor impact of new recruitment policy.	Yes	Yes
<ul style="list-style-type: none"> Ongoing training and support provided to staff on Equality Impact Assessments (EIAs). 	HMCS South East Regional Director	Evaluate training provision. Continue to embed EIA process.	Yes	Yes
<ul style="list-style-type: none"> Steps taken to assess the diverse makeup of local communities within business areas through the analysis of census information, national survey's such as British Crime Survey and through ongoing work with Local Criminal Justice Boards. 	HMCS South East Regional Director	Use information to inform business plans and assess need for any outreach initiatives.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Ongoing work with local communities to look at impact of services on different communities 	HMCS South East Regional Director	Use customer service action group to review the impact of services on different communities.	Yes	Yes

HMCS Midlands Region

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Regional Family Business Strategy introduced to provide clear and consistent approach to family work and improve the service provided. 	HMCS Midlands Regional Diversity Manager	<p>Monitor strategy and identify improvement and any gaps.</p> <p>Take appropriate action.</p>	Yes	Yes
<ul style="list-style-type: none"> Minimum set of diversity standards for HMCS put forward to ensure consistency within HMCS and avoid duplication of effort. 	HMCS Midlands Regional Diversity Manager	<p>Evaluate to ensure that standards are being met.</p> <p>Implement changes where necessary and appropriate.</p>	Yes	Yes
<ul style="list-style-type: none"> Diversity Reference Group established for each area which has assisted in sharing information/contacts and joined up working via LCJB Diversity Network. 	HMCS Midlands Regional Diversity Manager	Continue to work in a joined up way to improve communication	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Regional Customer Service team established to deal with area complaints, capturing data on each diversity strand, and provide management information to Area Directors quarterly. 	HMCS Midlands Regional Diversity Manager	Collate data Analyse trends Implement appropriate initiatives.	Yes	Yes
<ul style="list-style-type: none"> Regional Diversity Manager sits on Regional Customer Service Group and Communication Group to ensure that diversity issues are raised and addressed. 	HMCS Midlands Regional Diversity Manager	Disseminate information to business as appropriate.	Yes	Yes
<ul style="list-style-type: none"> Regional Diversity Manager attends all Induction courses and goes through scenarios with new entrants to establish their awareness of diversity issues. This has resulted in the region being able to identify gaps in knowledge in particular business areas and taking action to address these. 	HMCS Midlands Regional Diversity Manager	Take action to address gaps as appropriate	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Regional Diversity Manager has delivered Equality Impact assessment training for those involved on regional projects. Live examples are used so that the EIA is reviewed as part of the project and this has received positive feedback from participants. 	HMCS Midlands Regional Diversity Manager	Continue to assess EIA process	Yes	Yes
<ul style="list-style-type: none"> Consultation and involvement is facilitated through various means e.g. through cross-agency forums; Local Criminal Justice Boards are represented at area level; 	HMCS Midlands Regional Diversity Manager	Established Court User Groups and meet every month to provide feedback; customer surveys; and focus groups at area level. Area reference Groups have also been established to develop smart contacts at area level e.g. Derbyshire Friend LGBT group.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Standard recommended to establish a link between Diversity contact and the Community Liaison Judge; an event was set up involving the judiciary across family, civil and crime together with the Judge leading the Community Justice Project enabling the sharing of concerns, informing and publicising community engagement activities such as open days and increasing external stakeholder contacts (piloted as an inter-faith event with further events to be held across the diversity strands if successful). 	HMCS Midlands Regional Diversity Manager	Work with Judicial Diversity Unit to establish potential for regional community liaison judges.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> HMCS Mori Poll surveys have been set up to capture diversity data. 	HMCS Midlands Regional Diversity Manager	Monitor. Evaluate data. Analyse information and understand trends. Implement initiatives as appropriate.	Yes	Yes
<ul style="list-style-type: none"> Recognition and Reward awards and appraisal marks are monitored and benchmarked with the result that staff are able to see that awards are made fairly. 	HMCS Midlands Regional Diversity Manager	Continue data collection and analyse trends.	Yes	Yes

HMCS Wales

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Key Staff attendance at all Wales HMCS conference of Specialist Domestic Violence Courts on 26th November 2007. 	Regional Diversity Manager HMCS Wales	Assess feedback and act on findings.	Yes	Yes
<ul style="list-style-type: none"> SDVC Programme Established in Haverfordwest. 	Regional Diversity Manager, HMCS Wales	Monitor outputs Analyse trends.	Yes	Yes
<ul style="list-style-type: none"> IDVA Funding secured for Carmarthenshire 	Regional Diversity Manager, HMCS Wales	Apply funding.	Yes	Yes

HMCS London Region & the Royal Courts of Justice Group

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Jointly worked with Midlands Regional Diversity Manager to ensure new surveys include ethnic categories (16+1), disability and gender to ensure levels of satisfaction to be monitored. 	Regional Diversity Manager HMCS London and RCJ Group	Monitor, evaluate data collected. Analyse trends. Initiate appropriate action	Yes	Yes
<ul style="list-style-type: none"> Worked with Courts Boards to raise awareness of Domestic Violence issues. 	Regional Diversity Manager HMCS London and RCJ Group	Assess impact and act on feedback	Yes	Yes
<ul style="list-style-type: none"> Worked with Rainbow (staff network for LGBT staff) to carry out LGBT awareness training; 	Regional Diversity Manager HMCS London and RCJ Group	Evaluate training and act on feedback.	Yes	Yes
<ul style="list-style-type: none"> Regional Diversity Manager attended a domestic violence awareness workshop with local women's groups to identify further action to support victims of domestic violence and create stronger links with those groups 	Regional Diversity Manager HMCS London and RCJ Group	Assess information. Implement actions and maintain stakeholder focus.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Training in Equality Impact Assessments carried out including training for civil court managers on Equality Impact Assessments conducted in October 2007. 	Regional Diversity Manager HMCS London and RCJ Group	Evaluate training provision. Continue to embed EIA process into the business.	Yes	Yes
<ul style="list-style-type: none"> • Regional Diversity Manager is a member of various diversity related forums/networks including London-wide Race Hate Crime Forum, CPS LGBT Network, Greater London Assembly Domestic Violence Forum 	Regional Diversity Manager HMCS London and RCJ Group	Continue to expand Networking opportunities. Disseminate information as appropriate	Yes	Yes
<ul style="list-style-type: none"> • Carried out consultations on Community Justice Project via dedicated workshops in the local community. 	Regional Diversity Manager HMCS London and RCJ Group	Analyse feedback and initiate appropriate action.	Yes	Yes
<ul style="list-style-type: none"> • Conducted Area Diversity Focus Groups. 	Regional Diversity Manager HMCS London and RCJ Group	Continue to facilitate the area diversity focus groups.	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Conducted a comprehensive review of the diversity forums and agreed improvements. 	Regional Diversity Manager HMCS London and RCJ Group	<p>Invite MoJ staff networks to support forums.</p> <p>Invite representatives from local community support groups to attend diversity forum meetings.</p>	Yes	Yes

HM Prison Service

			Gender Equality Duty Met by this Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate Unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> The Prison Service is introducing gender specific standards for the treatment and management of women prisoners 	Head of the Prison Service	The Prison Service Order (PSO) 4800 'Women Prisoners' has been approved and is due to be published in April 2008. Governors and Directors of contracted-out prisons will be required to produce by October 2008 plans to implement these standards by April 2009.	Yes	Yes
<ul style="list-style-type: none"> Work with the Equality and Human Rights Commission to deliver the 3 year action plan to tackle and prevent sexual Harassment in the Prison Service 	Head of the Prison Service	Action Plan to be signed off by 29 th February 2008.	Yes	Yes

			Gender Equality Duty Met by this Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate Unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> To restructure three Prison Service Areas (Thames Valley Hampshire and the Isle of Wight; Surrey and Sussex and Kent) into two (South Central and Kent and Sussex) 	Head of the Prison Service	Rationalisation of Prison Service Estate	Yes	Yes
<ul style="list-style-type: none"> Investigate improvements to front line ICT support for Areas and establishments via Project Athena. 	Head of Prison Service	Identify actions for future delivery	Yes	Yes

Office of the Public Guardian (OPG)

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Regular monitoring of customer satisfaction surveys (monthly) and customer complaints undertaken and considered by the Departmental Management Board - to date, no gender issues have been raised. 	Head of OPG	Continue to monitor and analyse data. Initiate appropriate action.	Yes	Yes
<ul style="list-style-type: none"> Policy team identified and trained to undertake equality impact assessments. 	Head of OPG	Monitor and evaluate EIA process.	Yes	Yes

The Tribunals Service

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Diversity training is given to staff and panel members 	Head of Tribunals Service	Evaluate training provision. Continue to embed Equality and Diversity into working practices.	Yes	Yes
<ul style="list-style-type: none"> Staff are recruited and selected following MoJ diversity guidelines and recruitment and selection procedures 	Head of Tribunals Service	Continue to monitor and evaluate process. Act on any findings.	Yes	Yes
<ul style="list-style-type: none"> Panel members are recruited following Judicial Appointments Commission guidelines and procedures and are selected against a competency framework 	Head of Tribunals Service	Continue to monitor process	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> • Three year national customer satisfaction survey commissioned in 2007 to gain more insight into our customers needs. The first wave of questioning was conducted in the last quarter of 2007. 	Head of Tribunals Service	Analyse data. Identify trends and take appropriate action.	Yes	Yes
<ul style="list-style-type: none"> • Equality and Diversity issues included in standard induction for new staff 	Head of Tribunals Service	Monitor and review	Yes	Yes
<ul style="list-style-type: none"> • Gender recognition Panel (GRP) – all panel members receive training from the Gender Trust into issues relevant to transsexual people 	Head of Tribunals Service	Monitor and evaluate training provision.	Yes	Yes
<ul style="list-style-type: none"> • GRP – introduced interactive website form so that it can be completed online 	Head of Tribunals Service	Monitor impact	Yes	Yes
<ul style="list-style-type: none"> • Case worker allocated to each customer to ensure consistent personal service (Gender Recognition Panel) 	Head of Tribunals Service	Monitor customer satisfaction	Yes	Yes

			Gender Equality Duty Met By This Action	
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful discrimination and harassment	To promote equality of opportunity between men and women
<ul style="list-style-type: none"> Staff received external counseling training in order to understand and communicate with customers effectively (Gender Recognition Panel) 	Head of Tribunals Service	Review training and monitor impact.	Yes	Yes
<ul style="list-style-type: none"> Staff survey action plans 	Head of Tribunals Service	Monitor and collect data	Yes	Yes
<ul style="list-style-type: none"> Published information (leaflets, website, etc) is reviewed to ensure it does not contain gender bias 	Head of Tribunals Service	Monitor and assess feedback	Yes	Yes
<ul style="list-style-type: none"> Tribunals Service Equality Group made up of representatives of all business directors introduced to manage the TS equality scheme action plans 	Head of Tribunals Service	Monitor and update actions	Yes	Yes
<ul style="list-style-type: none"> Identified responsible officer to maintain and monitor equality action plans 	Head of Tribunals Service	None	Yes	Yes

Non Departmental Public Bodies

Legal Services Commission

For Actions related to the Legal Services Commission please refer to the Legal Services Commission Annual Review, available separately.

Copies of this Scheme are available from equalityschemes@justice.gsi.gov.uk

Copies are available in large print and Easy Read.

Other alternative formats will be considered on request from:

Sheila Morson

Equality, Diversity and Human Rights Division

Pillar 2.21, 2nd Floor

Ministry of Justice

Selborne House

54 Victoria Street

London SW1E 6QW

Telephone 020 7210 8927

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