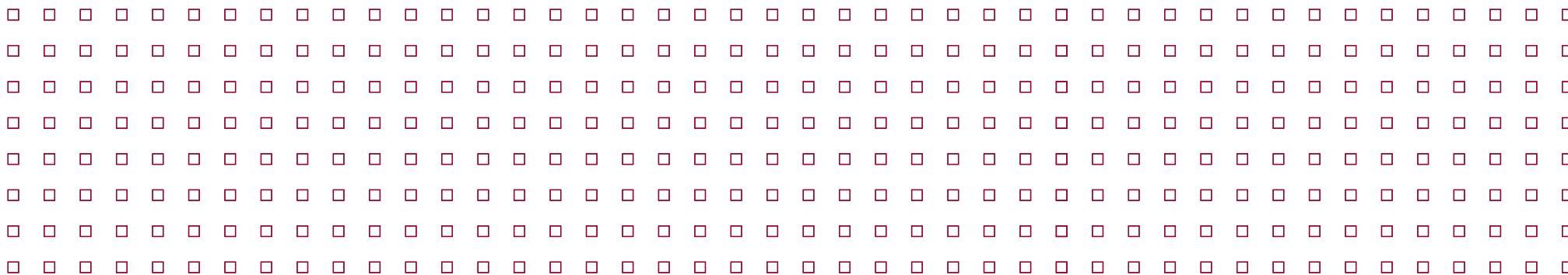




Ministry of
JUSTICE

Yearly Review of the Race Equality Scheme

March 2008



Ministry of Justice

Yearly Review of the Race Equality Scheme

Addendum 1

March 2008

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

In December 2006 the former DCA published its first Race 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 Race 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 Race 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.

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Ministry of Justice Corporate Centre

E-Delivery Group

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Consideration given to possible race 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	
<ul style="list-style-type: none"> EDG have provided and continue to support the Business with the following systems: <ul style="list-style-type: none"> ARIA (Appeals Records for Immigration and Asylum) Data recording systems for Immigration and Asylum On-line facilities for witnesses and defendants 	Head of EDG	Continue to provide support	Yes	Yes	

Human Resources Directorate (HRD)

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Key personnel have been identified and trained to carry out Equality Impact Assessments 	Director of Human Resources	Apply skills	Yes	Yes	Yes
<ul style="list-style-type: none"> Positive Action Training (PAT) courses have continued for BME staff and worked in partnership with the PROUD Network to develop and promote PAT programmes - four courses were run in 2007 with a total of 43 delegates attending 	Learning and Development	Continue to run positive action programmes		Yes	
<ul style="list-style-type: none"> Follow up event for delegates who attended PAT last year was also held in October when 25 delegates attended 	Learning and Development	Monitor career progression of positive action trainees		Yes	
<ul style="list-style-type: none"> Evaluation forms for PAT were sent out report on findings now completed 	Learning and Development	Consider recommendations in the report and take appropriate action		Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 feedback	Yes	Yes	
<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 from under-represented groups Investigate any gaps	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Diversity Awareness Training, including issues around race, 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 duty to promote race equality</p> <p>Develop, with external provider, e-learning package on Equality and Diversity</p>	Yes	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; approximately 3-4 courses have been run each month nationwide and good feedback has been received 	Learning and Development	Continue to run training programme until March 2009	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Staff opinion survey reports have been commissioned annually by external body and analysed by all diversity strands. 	HR Policy and Strategy	Continue to monitor and evaluate surveys and identify and investigate any trends for BME groups and take appropriate action	Yes	Yes	Yes
<ul style="list-style-type: none"> Contributed to targets in Ten Point Plan. 	HR Policy and Strategy	Continue to implement actions and monitor performance against targets	Yes	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 Policy and Strategy	Evaluate Performance Management System and Competence Framework to ensure fair for all	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Report on the Senior Civil Service (SCS) and feeder grade targets against the 10-point plan produced November 2007 and reviewed by the Departmental Management Board (DMB) 	HR Policy and Strategy	Continue to produce 6 monthly reports	Yes	Yes	
<ul style="list-style-type: none"> Recognition and Reward policy implemented 1 October 2007 – all Corporate Staff Networks, including PROUD, were consulted and guidance from best practice organisations sought e.g. ACAS, inter-departmental groups and Employer Forums 	Reward Strategy	Evaluate data on recognition and reward payments to ensure fair and equitable for all	Yes	Yes	
<ul style="list-style-type: none"> SCS pay awards subject to diversity monitoring. 	Senior Staffing and Talent Management Division	Continue to monitor and identify any trends for BME staff and take appropriate action	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Corporate Equality and Diversity Helpline established and in operation 	Workplace Support	Collect and monitor data 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. 	Recruitment Strategy	Periodic review to ensure needs are being 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 Policy and Strategy	Continue to identify trends and produce appropriate action plans.			
<ul style="list-style-type: none"> Temporary Responsibility Allowance can now be recorded on the Management Information System (CHRIMSON) to allow for central monitoring 	HR Policy and Strategy	Review October 2008			

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Encouraged under-represented groups, via Corporate Staff Networks, to participate in Recruitment Skills training courses in order to facilitate the provision of diverse selection panels 	Recruitment Strategy	Measure number of BME staff sitting on recruitment panels to see if increased training and advertising has had a positive effect	Yes	Yes	
<ul style="list-style-type: none"> Race-based issues are addressed in all advice provided as appropriate 	Advice and Guidance	Continue to ensure race based issues are addressed	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Grievance and discipline cases managed locally. 	HR Policy Development	<p>Review harassment and discrimination complaints and other grievances by ethnicity of complainants and outcome – identify any trends</p> <p>Review employees who have formal disciplinary proceedings taken against them by ethnicity and outcome – identify any trends</p>	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Summer Development Programme for BME students was reviewed with the result that suitable summer projects will now also take place regionally 	Senior Staffing and Talent Management Team	Monitor outcome of Summer Development Programme for BME students and take appropriate action	Yes	Yes	

Finance and Commercial

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 management to continue to meet to discuss Equality and Diversity issues and identify areas where EIAs will be required	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 collecting and evaluating data to check supplier's 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	

Legal and Judicial Services Group

Directorate: Judicial Services and Corporate Diversity

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Appoint staff member to EIA role	Yes	Yes	

Division: Legal Services Regulation And Redress

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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. As a result professional bodies are taking forward recommendations of the diversity working group. 	Head of Legal Services Regulation And Redress	Responsibility transferred to EDHRD who will obtain feedback from professional bodies regarding implementation of recommendations in the report	Yes	Yes	Yes
<ul style="list-style-type: none"> Publications including on the CMR website are provided in other alternative formats upon request including different languages 	Head of Legal Services Regulation And Redress	Monitor and evaluate any feedback from users	Yes	Yes	
<ul style="list-style-type: none"> Encouraging stakeholders involved in the consultation process to identify any instances where it is believe that a proposed policy may impact detrimentally on any group of people 	Head of Legal Services Regulation And Redress	Continue to engage with stakeholders	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> A leaflet aimed at consumers has been produced, which simplifies Claims Management Regulation (CMR) and outlines consumers' rights. It has been distributed via the Citizen's Advice Bureau and libraries. It has also been sent to all MPs in England and Wales to assist with CMR queries in their constituencies. The Claims Management Regulator has also published an Equality and Diversity statement on the CMR website 	Head of Legal Services Regulation And Redress	undertake a survey to ensure that we are meeting the Equality and Diversity requirements	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	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 Legal Services Regulation And Redress	Monitor and evaluate as appropriate	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Ensure that the Legal Services Consultative Panel, when considering rule changes for the legal professional bodies, consider whether or not the rules promote equality of opportunity and do not unnecessarily discriminate. 	Head of Legal Services Regulation And Redress	Monitor and evaluate as appropriate	Yes	Yes	

Directorate: Supreme Court Implementation Programme

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Partial EIA completed on existing policy (Maternity and Paternity leave?) 	Head of Supreme Court Implementation Programme	Assess impact and complete full EIA as 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	

Division: Judicial Policy and Appointments Division

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 Appointments Division	Monitor and evaluate as appropriate	Yes	Yes	
<ul style="list-style-type: none"> Magistrate’s recruitment material was designed and tested to meet the needs of all potential applicants. 	Head of Judicial Policy and Appointments Division	Monitor and evaluate as appropriate	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 	Head of Judicial Policy and Appointments Division	None at present	Yes	Yes	

Division: Judicial Human Resources Division

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 all judiciary including those from bme backgrounds have equal access to reduced hours working and career breaks	Yes	Yes	

Division: Equality Diversity and Human Rights Division

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Yes
<ul style="list-style-type: none"> Targeted EIA training and support have been provided to staff EIA training will hopefully 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	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	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Awareness raising events and training on Human Rights 	Head of Equality Diversity and Human Rights Division	None at present	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 	Head of Equality Diversity and Human Rights Division	None at present	Yes	Yes	
<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	Continue to run external reference group and provide feedback to key business areas	Yes	Yes	Yes
<ul style="list-style-type: none"> Ran Positive Action Training Courses (PAT) for BME staff in partnership with HRD 	Head of Equality Diversity and Human Rights Division	Continue to run PAT courses for bme staff		Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Worked in partnership across the organisation to run a joint Network event 	Head of Equality Diversity and Human Rights Division	Continued support for network events		Yes	Yes

Directorate: Legal Directorate

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> • Training strategy and policy being reviewed and developed. 	Head of Legal Directorate	Complete EIA	Yes	Yes	
<ul style="list-style-type: none"> • Appointment of a named person responsible for completing EIAs 	Head of Legal Directorate	All senior team leaders will be involved in undertaking EIAs within their particular area, where appropriate			

National Offender Management Service (NOMS)

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Equality impact assessments on key documents undertaken 	Head of NOMS	None at present	Yes	Yes	
<ul style="list-style-type: none"> Consulted with key stakeholders regarding documents content and focus. 	Head of NOMS	None at present	Yes	Yes	
<ul style="list-style-type: none"> Supported regional commissioners to incorporate equality and diversity into regional commissioning plans. 	Head of NOMS	Ensure NOMS compliance with equality duties	Yes	Yes	Yes
<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 of review	Yes	Yes	Yes
Developed proposals for SLA	Head of NOMS	Consult on proposals	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Produced and disseminated Risk Mitigation actions 	Head of NOMS	None at present	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 Equality Standard and Policy	Yes	Yes	Yes
<ul style="list-style-type: none"> Active involvement of staff associations in NOMS Equality impact assessment process. 	Head of NOMS	Continue to involve staff associations to ensure meets the required standard	Yes	Yes	Yes
<ul style="list-style-type: none"> NOMS BME and Disability positive action leadership development programme implemented. 	Head of NOMS	Monitor and evaluate to assess effectiveness of programme	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	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Monitored activities in contracted prisons to implement the recommendations of the Mubarek Inquiry that relate to them 	Head of NOMS	Continue to implement recommendations of the Mubarek Inquiry Evaluate and report on implementation of recommendations	Yes	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 at present	Yes	Yes	

Strategy Group

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Currently preparatory work, Ongoing discussions Nov 2007 likely introduction of Counter-Terrorism Bill 	Head of Strategy Group	Continue with work on the Bill and assess impact on different groups	Yes		
<ul style="list-style-type: none"> Interim progress report to DMB in October 07, 	Head of Strategy Group				
<ul style="list-style-type: none"> Recruitment and appointment for Chief Inspector system 	Head of Strategy Group	Monitor and evaluate recruitment exercise to ensure fair and open to all	Yes	Yes	

Communications Directorate

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Developed an effective strategic communications plan 	Director of Communications	Monitor effectiveness of plan	Yes	Yes	Yes
<ul style="list-style-type: none"> The frequency and nature of requests of the translation of documents into alternative formats i.e. languages have been monitored 	Director of Communications	Continue to monitor requests to ensure need is being met		Yes	
<ul style="list-style-type: none"> Completed the procurement review 	Director of Communications	Monitor and evaluate procurement 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	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Examined the DWP strategy on accessible documents to see whether it should be incorporated to MoJ policy 	Director of Communications	<p>Monitor strategy of accessible documents within MOJ policy</p> <p>Ensure MOJ website is fully accessible and meets required standards</p>	Yes	Yes	
<ul style="list-style-type: none"> A project has been completed which examined minority ethnic issues and possible service delivery and communication improvements and a list of recommendations were prepared. 	Director of Education Information and Advice	Implement recommendations			
<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 recommendations and action plan as appropriate			

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 Contact to continue to brief division as appropriate	Yes	Yes	
<ul style="list-style-type: none"> The information provided to customers is provided in accessible formats where appropriate and SMART application has been applied and a report has been done about the effectiveness of SMART application. 	Director of Education Information and Advice	Implement findings within SMART Report	Yes	Yes	

Change Directorate

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> MCIP were represented at several stakeholder diversity events in 2006 	Director - Change	None at present		Yes	Yes
<ul style="list-style-type: none"> Over 50 BME stakeholder organisations added to MCIP stakeholder database. 	Director - Change	Continue to increase number of bme stakeholders on MCIP stakeholder database as appropriate	Yes	Yes	
<ul style="list-style-type: none"> Awareness raising leaflet about the Mental Capacity Act produced in nine different languages 	Director - Change	Evaluate feedback to assess effectiveness of leaflet	Yes	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 - Change	Monitor application and use of EIAs	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> The Coroners Unit advises individual coroners on race and ethnicity issues and assist where possible with liaison with Local Authorities on access and other related issues. 	Head of Coroners Unit	Continue to provide advice as necessary	Yes	Yes	
<ul style="list-style-type: none"> Regular meetings held between Coroners Unit, coroners representatives and senior national leaders of faith communities to discuss areas of interest, such as, proposals on coroner and burial reform. 	Head of Coroners Unit	Continue to engage with stakeholders	Yes	Yes	Yes

Constitution Directorate

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> • Presentations made to different community groups to increase awareness of the registration process 	Head of Electoral Policy	Monitor and evaluate feedback and to assess effectiveness of presentations	Yes	Yes	Yes
<ul style="list-style-type: none"> • Work with Operation Black Vote and CRE to increase awareness and improve level of voter registration among BME and 18 –24 communities. 	Head of Electoral Policy	Monitor and evaluate feedback and to assess effectiveness of this work	Yes	Yes	Yes
<ul style="list-style-type: none"> • Programme of pilots in 2006 – 10 in administrative and electronic voting. 	Head of Electoral Policy	Monitor and evaluate the programme of pilots for administrative and electronic voting	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Over a 100,000 copies of the guidance on Human Rights distributed across communities. 	Head of Human Rights	<p>Monitor and evaluate feedback to assess effectiveness of guidance</p> <p>Use Communication strategy to continual improve public confidence</p>	Yes	Yes	Yes

Legal Aid Strategy Directorate

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Yes	Yes	
<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	Yes	Yes	
<ul style="list-style-type: none"> Commenced consultation on BVT principle for the Criminal Defence Services 	Head of Legal Aid Strategy Directorate	Continue with consultation	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Monitor and evaluate recruitment process to assess whether bme groups were included	Yes	Yes	

Associated Offices

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

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 and has been noted by users and engagement with partners such as HMCS has shown improvements in our services to children. 	Head of CFOOSPT	Initiatives ongoing Devise workshops for staff to address equality and diversity issues and raise awareness	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	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	Yes

The Office of Criminal Justice Reform (OCJR)

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Developed and test data collection/monitoring systems. (as above for ethnicity/age/gender). 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 EIAs as appropriate. – An EIA has been conducted on the draft CJS Strategic Plan and this included consultation with a range of stakeholders, across equalities strands 	Head of OCJR	Continue with EIA processes	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 actions	Yes	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) to due to begin. 	Head of OCJR	Continue first phase	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Yes

Wales Office

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Yes
<ul style="list-style-type: none"> Working group established to feed into way forward for mainstreaming diversity issues into the business. 	Diversity Co-ordinator	Evaluate feedback and take appropriate action	Yes	Yes	Yes

Agencies

Her Majesty's Courts Service (HMCS)

Directorate: Civil, Family and Customer Services

Division: Civil Law and Justice Division

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 specific diversity interests	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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. After an initial EIA screening in September 2007 a monitoring questionnaire has been devised for parties using the mediation service to captures qualitative data including diversity issues. 	Head of Civil Justice Division	<p>The responses will be analysed 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	Monitor usage to assess effectiveness of this facility	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> HMCS is piloting an on-line dispute resolution service. 	Head of Civil Justice Division	Evaluate the pilot to identify any gaps in the service in particular with reference to diverse groups	Yes	Yes	
<ul style="list-style-type: none"> Community-based mediation service pilot set up in South West London 	Head of Civil Justice Division	Evaluate the pilot to identify any gaps in the service in particular with reference to diverse groups	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	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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		

Division: Family Justice Division

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Family Mediation Helpline - Research data from Telephone Helpline Association on accessibility and effectiveness of helplines in information delivery. Individual mediators, representatives of all mediation organisations, and judiciary included in the stakeholder group. Disability advisor consulted re Minicom. Feedback forms available on the website. 	Head of Family Justice Division	Evaluation and analysis of the Family Mediation Helpline	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Review policy and forms to assess their effectiveness and continue to consult key stakeholders as part of this process	Yes	Yes	
<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: <ul style="list-style-type: none"> 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 	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</p>	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<p>(http://www.dcs.gov.uk/consult/courttransparency1106/consultation11006.pdf)</p> <ul style="list-style-type: none"> 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 		<p>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>			
<ul style="list-style-type: none"> We have engaged the Family Justice Council Diversity Committee in developing the EIA. 	Head of Family Justice Division	Work continuing	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Care Proceedings Programme – a review of the Child Care Proceedings System has been carried out with a view to increasing the proportion of care cases being completed within 40 weeks (PSA 24) Research is underway and consultation with key stakeholders, including various diversity groups, children’s representatives, family interest groups, lawyer groups, the judiciary and other key agencies, has taken place e.g. stakeholder events have been held and an Advisory Group has been established to provide a forum for open discussion on issues and concerns to take place 	Head of Family Justice Division	Research to continue Family Justice Council Diversity Group to assist in developing EIA	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Care Proceedings Programme - an inter-agency working group has been established to look at ways of improving the collection of diversity data on children in care proceedings and the Family Justice Council Diversity Committee has also been consulted, to ensure that services are fair and accessible to all and performance measured 	Head of Family Justice Division	<p>Work to continue on improving the collection of data</p> <p>Produce DVD for parents and those with parental responsibility explaining care proceedings in simple and appropriate language to improve accessibility for all groups</p>	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Implement provisions of Children and Adoption Act 2006 as necessary	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Improve the way in which information is being collated on Adoption cases 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	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 to network with key stakeholders and take appropriate action on feedback	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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. 	Head of Family Justice Division	Continue diversity focus and awareness when recruiting	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Identified low level of BME membership on the rule committees. To address this we directly wrote to BME organisations in the last round of recruitment for new committee members. 	Head of Family Justice Division	<p>Continue to encourage applications from under-represented groups during next recruitment</p> <p>Investigate why poor response from BME groups and take appropriate action</p>	Yes	Yes	
<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 evaluate responses to identify any trends amongst BME groups	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Feedback and actions resulting from HMICA Reports on Domestic Violence. 	Head of Family Justice Division	identify any trends/specific issues or concerns amongst BME groups	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	Identify any implications for BME groups and take appropriate action Consider expansion of the service	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 for 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 Unified Family Service 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	Evaluate responses and take appropriate action	Yes	Yes	

Directorate: Customer Services

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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, Faith Forum and Disability Network. 	Head of Customer Services	Review and develop customer service policy and delivery Undertake court user survey Obtain Charter Mark accreditation	Yes	Yes	Yes

HMCS Crime and Enforcements Directorate

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 & Enforcements	Implement process and monitor performance. Update skills as necessary.	Yes	Yes	
<ul style="list-style-type: none"> Developed two types of information leaflet for witnesses. This includes a leaflet that sets out general information about attending court as a witness, and is available in ten languages plus a large print version, and leaflets setting out specific information, such as court facilities, for each individual criminal court across England and Wales which is available in English and Welsh; 	Director of Crime & Enforcements	Analyse and evaluate customer feedback on information provided to ensure they meet the needs of all diverse groups	Yes	Yes	

HMCS Estates

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> An audit of all custody suites has been completed and recommendations referred to each HMCS Region for implementation 	Head of HMCS Estates	Secure funding and implement recommendations	Yes		
<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>Ensure all potential suppliers are issued a copy of the MOJ Equality and Diversity Policy</p> <p>Issue an Estate Management Notice to ensure Equality and Diversity Policy is sent to all potential suppliers</p>	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> New Safe and Secure Guidelines for Effective Security introduced, following development by a Security Review group comprising of key stakeholders and following extensive consultation across users of HMCS premises and services and taking into account religious practises and beliefs e.g. Kirpans. 	Head of HMCS Estates	Monitor through Customer Satisfaction Surveys	Yes	Yes	
<ul style="list-style-type: none"> Customer Satisfaction Surveys are carried out and data is collected on race; no trends have been identified in relation to race. 	Head of HMCS Estates	Continue to monitor and evaluate data to ensure no negative trends for bme groups	Yes	Yes	

HER MAJESTY'S COURTS SERVICE REGIONS

Region: North West Region – Cumbria and Lancashire, Cheshire and Merseyside and Greater Manchester

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 & Diversity Groups	Yes	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 with regard to race.</p> <p>Identify trends and implement appropriate actions</p>	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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"> Increase focus on customer service as Courts work towards Charter Mark accreditation; 	Regional Diversity Manager	Obtain Charter Mark accreditation	Yes	Yes	
<ul style="list-style-type: none"> Provision of consultation results and assessments in alternative formats upon request; 	Regional Diversity Manager	Monitor requests for alternative formats		Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 changes as appropriate	Yes	Yes	Yes
<ul style="list-style-type: none"> • Mentoring BME university students and providing training for mentors; 	Regional Diversity Manager	Monitor progress on BME university students Evaluate training provision Implement changes as appropriate	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Evaluate/monitor EIA process Continue to embed Equality and diversity into the business through EIA process	Yes	Yes	Yes
<ul style="list-style-type: none"> Regional Diversity Managers are involved in the quality assurance process for EIAs; 	Regional Diversity Manager	Continue to assess EIA process	Yes	Yes	Yes
<ul style="list-style-type: none"> Cross – agency working e.g. Race Hate/Faith Premium Service; 	Regional Diversity Manager	Continue cross-agency working	Yes		Yes
<ul style="list-style-type: none"> Making use of “Language Line”; 	Regional Diversity Manager	Measure usage of “Language Line” and implement changes where appropriate		Yes	
<ul style="list-style-type: none"> Identifying where interpreters have been used for Enforcement Staff 	Regional Diversity Manager	Continue to monitor to identify need	Yes	Yes	

HMCS South West Region: Avon and Somerset, Devon and Cornwall, Dorset, Gloucestershire and Wiltshire and Hampshire and the Isle of Wight

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Increase in community engagement through links with Criminal Justice Boards (CJBs) including representative from Diversity Forum in Confidence or Race Equality Groups in all CJBs 	Regional Director	Work ongoing	Yes	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 Director	Continue to assess EIA process	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 Director	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, schools mock trials competition, participation in Melas around the Region. 	Regional Director	Continue participation in local community activities	Yes		Yes
<ul style="list-style-type: none"> Publications provided in alternative formats including other languages upon request. 	Regional Director	Periodically monitor process to ensure needs are being met		Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Revised guidance produced on taking of oaths following consultation with local Inter-Faith group. 	Regional Director	Monitor feedback	Yes	Yes	
<ul style="list-style-type: none"> Appointment of Regional Equality and Diversity Support Officer to support Regional Director 	Regional Director	Support and promote Equality and Diversity Agenda	Yes	Yes	Yes

Region: North East Region - North & West Yorkshire, Humberside & South Yorkshire and Cleveland, Durham and Northumbria.

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Appointed Area Lead Diversity Officers in all 3 Areas. 	North East Regional Diversity Manager	Support and promote Equality and Diversity Agenda	Yes	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	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	Yes	
<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	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> The make up of the local population has been identified through the Local Criminal Justice Board and information obtained from census and local councils (Cleveland, Durham and Northumbria area) 	North East Regional Diversity Manager	Use information to inform business plans Assess need for any outreach initiatives	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 plans Assess need for any outreach initiatives	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Held community engagement projects and initiatives e.g. the North and West Yorkshire Area Diversity Liaison Judge lead a community engagement event involving police, magistrates, Yorkshire Sikh Forum, Bradford Asian Businessmen's Association; West Yorkshire LCJB Question and Answer events on Race Hate Crime; West Yorkshire LCJB Conference for black and ethnic minority staff (North and West Yorkshire Area). 	North East Regional Diversity Manager	<p>Evaluate feedback from activities</p> <p>Implement appropriate initiatives</p>	Yes		Yes
<ul style="list-style-type: none"> An independent advisory group appointed for black and ethnic minority members of the Local Criminal Justice Board. 	North East Regional Diversity Manager	Continue to involve key stakeholders to give guidance on policies, initiatives, employment & partnership working	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Yes
<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 is kept up to date	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Engagement with local community e.g. membership of Darlington and Durham Race Equality council, arranged event for all agencies in Local Criminal Justice Board to meet representatives of Polish Community in Darlington in August 2007, "Walk Through" Open Day held in Darlington Town Centre in November 2007. 	North East Regional Diversity Manager	<p>Continue to make links with local community</p> <p>Disseminate reciprocal information where appropriate</p> <p>Publicise events to stakeholders both internally & externally</p>	Yes		Yes
<ul style="list-style-type: none"> Undertaken joint training for magistrates and staff by members of the black and ethnic minority community. 	North East Regional Diversity Manager	<p>Evaluate training provision</p> <p>Implement changes as is appropriate</p>	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Evaluation of South Yorkshire pilot "Who's living on my patch?" a pilot information pack providing profiles on black and minority ethnic communities living and working in the area together with information on housing, employment, education, unemployment, religious details and support for local communities. Information collated using local councils and census. 	North East Regional Diversity Manager	Issued "Who's living on my patch?" information pack to court customer service managers to help raise awareness	Yes		Yes

Region: Midlands Region (including new Regional Enforcement Service)

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 	Regional Diversity Manager	Monitor strategy Identify gaps for improvement Take appropriate action	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. 	Regional Diversity Manager	Evaluate standards are being met Implement changes where necessary and appropriate		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 	Regional Diversity Manager	Continue to work in joined up way to improve communication	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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. 	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 	Regional Diversity Manager	Disseminate information to the 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. 	Regional Diversity Manager	Take action to address gaps as appropriate	Yes		Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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. 	Regional Diversity Manager	Continue to assess EIA process	Yes	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. 	Regional Diversity Manager	<p>Court User Group established and meets monthly to provide feedback on customer needs</p> <p>Area Reference Groups established to develop smart contacts at appropriate levels</p>	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 stakeholders contacts (piloted as an inter-faith event with further events to be held across the diversity strands if successful). 	Regional Diversity Manager	Work with Judicial Diversity Unit to establish potential for regional community liaison judges	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> HMCS Mori Poll surveys have been set up to capture diversity data. 	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. 	Regional Diversity Manager	Continue data collection Analyse trends	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Outreach work continues to raise awareness of HMCS e.g. open days are regularly held – the theme for the Open Day in Derby will be ‘Sentencing in the Crown Court’; school visits and career fairs have also enabled children and parents to find out more about HMCS and career opportunities. Also been involved in local Mela events. 	Regional Diversity Manager	<p>Evaluate initiatives</p> <p>Implement changes where necessary</p>	Yes		Yes

HMCS South East Region: Essex, Bedfordshire & Hertfordshire; Thames Valley; Norfolk, Cambridgeshire & Suffolk; Kent; and Sussex & Surrey.

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 from plans Evaluate progress on action plans	Yes	Yes	Yes
<ul style="list-style-type: none"> New recruitment policy launched April 2007. 	HMCS South East Regional Director	Monitor implications 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	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Steps taken to assess the diverse makeup of local communities within business areas through analysis of census information, national surveys 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 Assess need for outreach initiatives	Yes	Yes	
<ul style="list-style-type: none"> Ongoing work with local communities to look at the impact of services on different communities. 	HMCS South East Regional Director	Using customer service action group to review the impact of services on different communities	Yes		Yes
<ul style="list-style-type: none"> Worked with Milton Keynes Racial Equality Council to establish the Community Ambassadors Leadership Programme to skill people from local communities to represent their community. 	HMCS South East Regional Director	EIA Programme to assess impact Evaluate programme in terms of outcomes being met	Yes	Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Publications provided in alternative formats upon request. 	HMCS South East Regional Director	Monitor requests made to ensure needs are being met	Yes	Yes	

HMCS Wales Region

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Victims Code of Practice and Witness Charter have been launched in order to ensure a better service for all court users. 	Regional Diversity Manager	<p>Ensure Code of Practice & Charter is accessible to all.</p> <p>Ensure documents are published in alternative formats</p>		Yes	
<ul style="list-style-type: none"> Community Engagement Events in conjunction with the Local Criminal Justice Board have been held i.e. Stand at The Royal Welsh Show, Nation Eisteddfod, Magistrates in the Community events. 	Regional Diversity Manager	<p>Publicise community events through HMCS to enhance organisations reputation</p> <p>Continue the communication link</p>	Yes		Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Events held in conjunction with the LCJBs as part of "Inside Justice Week 2007." These events were open to the general public with schools and colleges also invited to attend. This has resulted in better understanding of the Justice System and improved liaison with the community 	Regional Diversity Manager	Continue communication process with other organisation/institutions to improve understanding of the CJS	Yes		Yes
<ul style="list-style-type: none"> Clerk to the Justices has offered work experience to ethnic minority students via Swansea University 	Regional Diversity Manager	Monitor take up of this initiative Evaluate feedback and implement changes accordingly	Yes	Yes	
<ul style="list-style-type: none"> Members of staff have been encouraged and supported to receive Welsh Language Training 	Regional Diversity Manager	Evaluate training provision		Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> In Llanelli it was identified that there was a vast increase in the Polish Community within the area. Court Bailiff has built up a successful working partnership with the local Polish Agency. 	Regional Diversity Manager	<p>Continue to enhance communication links with the Polish community</p> <p>Translation of documents into appropriate dialects</p>	Yes	Yes	Yes
<ul style="list-style-type: none"> In North Wales, the Eastern Community Engagement Group is working on helping migrant workers when attending court in conjunction with CAIA Park Partnership. 	Regional Diversity Manager	Continue to include appropriate information with summonses to ensure accessibility	Yes	Yes	Yes
<ul style="list-style-type: none"> Customer Service Officers in South East Wales are attending the Islamic Awareness Workshop. 	Regional Diversity Manager	Draw up briefing and disseminate information to the business	Yes		Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> A member of the Minority Ethnic Women's Network (MEWN) Cymru is a member of the Newport County Court's User Group committee. MEWN Cymru works with and on behalf of individual BME women and community groups in Wales. 	Regional Diversity Manager	<p>Continue stakeholder involvement</p> <p>Use feedback to inform process</p>	Yes	Yes	Yes
<ul style="list-style-type: none"> There is a HMCS representative in the Equality in Monmouthshire Group where representatives from BME Communities attending give presentations on key issues impacting the community. 	Regional Diversity Manager	<p>Attend quarterly meetings and feedback to the business</p> <p>Initiate appropriate actions</p>	Yes		Yes
<ul style="list-style-type: none"> In South East Wales, after discussions with pupils a tailored work experience programme has been drafted taking into account any cultural needs. 	Regional Diversity Manager	<p>EIA programme to asses impact</p> <p>Share best practice across HMCS Wales Region.</p>	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> The Court Manager at Newport is a member of South East Wales Equality Network (SEWEN) which comprises of employer organisations from the public, private and voluntary sectors 	Regional Diversity Manager	Disseminate best practice between inter-agencies		Yes	
<ul style="list-style-type: none"> Links have been made with the Ashianna Group – this is a ladies Muslim group which meets in the Maindee area of Newport. 	Regional Diversity Manager	Continue to attend Ashianna Group meetings Disseminate reciprocal information	Yes		Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> At Gwent Magistrates' Court a "walk through of the CJS in conjunction with the LCJB entitled "Justice for All" took place and was aimed at the BME Community. Further joined up working with the LCJB and Independent Advisory Groups. All members of our communities are encouraged to join the IAGs to reflect the community at large. 	Regional Diversity Manager				
<ul style="list-style-type: none"> Open and fair application process for "Becoming a Magistrate" which is open and accessible by the Community at large. 	Regional Diversity Manager				

HMCS London Region & the Royal Courts of Justice Group

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Monitor/evaluate data collated analyse trends initiate appropriate actions	Yes	Yes	
<ul style="list-style-type: none"> Assessed census data on race / ethnicity and religion / belief of adult population of Greater London and obtained supplemental data from London Race Hate Crime Forum. 	Regional Diversity Manager	Analyse data and action appropriately	Yes		
<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	Evaluate training provision Continue to embed EIA process into the business	Yes	Yes	Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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	Continue to expand networking opportunities Disseminate information as is appropriate	Yes	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	Analyse feedback Initiate appropriate actions	Yes	Yes	
<ul style="list-style-type: none"> Conducted Area Diversity Focus Groups. 	Regional Diversity Manager	Continue to facilitate the Area Diversity Focus groups Assess feedback and act on findings	Yes		Yes

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Conducted a comprehensive review of the diversity forums and agreed improvements 	Regional Diversity Manager	<p>Invite MoJ staff networks to support forums</p> <p>Invite representatives from local community support groups to attend diversity forum meeting</p>	Yes	Yes	

HM Prison Service:

For information regarding the HM Prison Service actions taken and yearly review, please refer to the HM Prison Service Race Equality Scheme and Annual Review, available separately

Office of the Public Guardian

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<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 race issues have been raised. 	Head of OPG	Analyse data Initiate appropriate actions	Yes	Yes	
<ul style="list-style-type: none"> Raised awareness amongst BME organisations/communities of the services we provide through regular stakeholder forum meetings and meetings with other stakeholder groups 	Head of OPG	Continue to attend local stakeholder meetings/forums	Yes	Yes	Yes
<ul style="list-style-type: none"> Policy team identified and trained to undertake equality impact assessments. 	Head of OPG	Monitor/evaluate EIA process	Yes	Yes	Yes

The Tribunals Service

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Tribunals Service forums introduced <ul style="list-style-type: none"> Diversity training is given to staff and panel members Staff are recruited and selected following MoJ diversity guidelines and procedures Panel members are recruited following Judicial Appointments Commission guidelines and procedures and are selected against a competency framework Improvement to customer service as result of research report 'Tribunals for Diverse Users' 	Deputy Chief Executive	Evaluate training provision Monitor the recruitment & selection process, make appropriate adjustments Evaluate improvements made to ensure needs being met	Yes	Yes	Yes
<ul style="list-style-type: none"> Website and literature reviews completed 	Deputy Chief Executive	Evaluate feedback and take any necessary actions		Yes	

			Race Equality Duty Met By This Action		
Actions Taken:	Senior Owner	Actions Arising	Eliminate unlawful racial discrimination	To promote equality of opportunity	To promote good relations between persons of different races
<ul style="list-style-type: none"> Customer leaflets available in different languages, easy-read or download formats or can be ordered from the leaflet hotline 	Deputy Chief Executive	Pilot to provide electronic presentation of documents	Yes	Yes	
<ul style="list-style-type: none"> Collated demographic make of the community, identified by using judicial and NHS statistics. 	Deputy Chief Executive	Use information to inform business plans Assess need for outreach initiatives	Yes	Yes	Yes
<ul style="list-style-type: none"> Equality and Diversity issues included in standard induction for new staff 	Deputy Chief Executive	Monitor/evaluate training provision	Yes	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:

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