

This publication is available, on request, in Braille, large print format, audio CD and community languages. If you require any of these please contact:

CPS Communications branch
50 Ludgate Hill
London EC4M 7EX

Telephone: 020 7796 8442
e-mail: publicity.branch@cps.gsi.gov.uk



© Crown Copyright 2005

Designed by CPS Communications Branch
Printed by Blackburns of Bolton (01204 532121)



**Crown Prosecution
Service**

Equality and Diversity Policy



Background

We at the Crown Prosecution Service (CPS) provide an independent public prosecution service for criminal cases in England and Wales referred to us by the police. Crime affects all communities, as does our work. We must have the public's trust and be seen by all communities as their prosecution service. We must act fairly at all times in the interests of justice. To be trusted to make fair prosecution decisions, we realise that our workforce needs to reflect the population we serve and to treat all employees with respect. For both the public and for us, equality and diversity — and by this we mean treating people fairly, providing equal chances while respecting people's differences — in employment and in the prosecution process are firmly linked.

Our commitments

Prosecution policy and practice

We are committed to taking account of the diversity of the population we serve and the staff we employ, promoting equal opportunities for everyone. We recognise the challenge of institutional discrimination (the ways in which services like ours can fail to respond appropriately to people from different backgrounds because we may not have taken their needs into account when developing and delivering our services) and we will work to get rid of it.

In line with the *Code for Crown Prosecutors* — the document we follow when making prosecution decisions — we will work to make sure that our decisions are free from any discrimination and that we treat all victims, witnesses and defendants fairly, consistently and with respect. We will provide services in a way that is appropriate to each person.

Employment

A service that values the many different backgrounds of its employees will attract talented people from the widest range of backgrounds. This will help to improve services to the public. We are committed to achieving equal opportunities and respecting people's differences. We will work to build a workforce which, at all levels, reflects the communities we serve, where all staff are motivated and where there are no differences in employees' experiences which cannot be justified.

Working together

We are independent but work with a range of agencies. In working with partners in the criminal justice system and beyond, we will make equality and diversity central to what we do. In our work with other agencies we will look at the experiences of the many different communities we serve.

Consulting and assessing on policy proposals

We will consult the communities we serve, and our employees and trade unions, to develop and put in place policies which are appropriate to a diverse society. We will

assess the effect of proposed policies on all communities. We will let the public and our employees know about what we do as a result of our consultation.

Monitoring our policy

We will also monitor the effect of this policy, both in terms of prosecution decisions and in employment. We will analyse and publish the results and take action if we need to.

In all of these activities, we aim to get rid of discrimination and value people's differences, including their age, disability, colour, ethnic origin, sex, marital status, sexuality, religion or belief, responsibility for dependents or gender reassignment (gender reassignment is where someone chooses to live as a person of the sex opposite to that in which they were born).

3 What we are trying to achieve

We aim to create a public prosecution service which everybody can trust and value. Continuing inequality and lack of respect for people's differences threaten trust in public services. To build a successful prosecution service, we aim to deliver fair results, and to this end we will show how we measure success in our work.

Broad outcomes we are trying to achieve include:

- increased levels of public confidence across all communities including improvement among communities with lower levels of confidence;
- increased levels of satisfaction with our services for victims and witnesses across all communities;
- prosecution decisions free from any discrimination;
- increased success in prosecuting hate crimes;
- increased employee satisfaction;
- a workforce which represents communities at all levels;
- a workforce where there are no differences in employees' experiences which we cannot justify; and
- creating a service that involves communities and staff and uses this involvement to improve how we work.

We will set specific improvement targets against these broad outcomes and include them in our performance review system. We will publicise these targets and report on our performance.

4 Benefits

We will gain many benefits from our continuous work on equality and diversity.

In prosecution work, these benefits include:

- helping us to be more aware of possible issues before they arise and helping us to develop better informed policies and practices;
- allowing us to make more informed decisions;

- making sure that we are targeting our policies and services properly;
- improving our ability to deliver appropriate services, meeting different needs;
- encouraging greater openness when making our policies;
- increasing public confidence in our services; and
- helping to reduce complaints of discrimination.

And in employment the benefits should include:

- improving staff morale, satisfaction and productivity;
- having a workforce which represents the communities we serve at all levels;
- attracting and keeping talented staff;
- improving the ways staff are managed and developed; and
- helping to reduce complaints of discrimination.

5 How we will deliver our commitments

We will work on a number of priorities to deliver our policy. These include:

- placing equality and diversity in all relevant work on developing policy, carrying out prosecutions and employment;
- getting involved with the communities we serve and with our employees, and looking at the different experiences of people;
- linking employment and how we deliver services, recognising that how we treat our employees has an effect on how our services are seen by others;
- assessing the effect of proposed policies on all groups — we will develop policies that focus on the service user, rather than being convenient for us as a service provider;
- building equality and diversity into all strategic and business plans and following this through to individual plans and appraisal;
- focusing on results by including equality and diversity outcomes in our performance review systems — regularly monitoring and reviewing performance, publicly reporting on achievements and taking action where needed;
- training staff on equality and diversity issues within wider programmes, from induction to developing managers to training in legal and prosecution issues;
- through individual performance appraisal — managers and staff will account for their performance in terms of equality and diversity;
- providing effective and trusted complaints procedures for both the public and employees who are concerned about people breaking this policy;
- communicating our work on equality and diversity; and
- celebrating success in delivering on equality and diversity, through awards and recognition schemes.

6 Responsibilities

All board members, managers and staff share the responsibility to create an environment where we can make measurable progress on equality and diversity and where we genuinely respect people's differences.

People at different levels in the organisation carry different responsibilities.

The Director of Public Prosecutions (DPP) and Chief Executive are responsible for:

- leading the agenda to make sure the policy is developed and put into practice;
- making sure we develop our vision and plans within which the equality and diversity policy and strategy are included;
- communicating our plans to others both within and outside the organisation;
- answering to the public for what we do and what we achieve in terms of equality and diversity; and
- holding directorates and areas to account by reviewing performance review and tackling poor performance.

Our Board and its relevant committees are responsible for:

- agreeing our overall equality and diversity policy and strategy;
- agreeing the resources needed to achieve our aims, at the highest levels;
- reviewing the equality and diversity policy and strategy;
- reviewing performance on equality and diversity at the highest levels;
- taking the lead on equality and diversity within and outside the organisation; and
- making sure that equality and diversity are central to all our work as the Board and its committees considers and agrees proposals.

Managers are responsible for:

- including equality and diversity issues in the business plans and performance review of their area of the service;
- putting the policy and strategy into practice on a day-to-day basis;
- checking on equality and diversity issues when assessing performance;
- making sure that all staff act in line with the equality and diversity policy, providing support and direction when needed; and
- dealing quickly and effectively with concerns and complaints about anyone who does not follow the policy.

Each employee is responsible for:

- actively tackling equality and diversity issues in practical ways in their day-to-day work;
- making sure their own behaviour is appropriate;
- providing a public service which respects and takes account of the needs and background of service users;
- meeting any equality and diversity targets agreed in their work plan;
- improving our overall performance on equality and diversity; and
- recognising and respecting the different backgrounds of the people they work with.

The Equality and Diversity Unit is responsible for:

- supporting the whole organisation so we can turn this policy statement into reality;
- developing policies on equality and diversity;

- supporting the review of how we are performing on equality and diversity in our work; and
- taking a lead on the issues, both within and outside the organisation.

7 Review and reporting

We know how important it is to monitor, review and report on our equality and diversity policy and practices and to measure our progress in achieving our agreed aims.

We will make sure that we regularly monitor and review our progress.

- we will produce progress reports every six months to our board and reports to our main committees;
- we will review our progress at Headquarters and in our areas every three months;
- our Area Equality Committees will also review progress;
- we will monitor and review progress as part of each employee's work reviews and performance appraisal.

We will publish our achievements:

- in a report every year on equality and diversity in employment;
- by reporting against agreed outcomes; and
- by reporting against what we say in our statutory equality schemes.

We will provide these on our website and as published reports.

Her Majesty's Crown Prosecution Service Inspectorate (HMCPPI) and also the National Audit Office (NAO) will inspect and audit our work on this issue.