

**2.1 When advertising for external appointments, how does the organisation attract LGBT talent?
Tick all that apply.**

GUIDANCE: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

- A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events
- B. Include a statement around valuing diversity, explicitly inclusive of LGBT people in job packs and pages
- C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities
- D. Other

- ☒ A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events
- ☒ B. Include a statement around valuing diversity, explicitly inclusive of sexual orientation and gender identity in job packs and pages
- ☒ C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities
- ☒ D. Stonewall logo is on our external website, adverts and on all our letterheads.

Describe the evidence uploaded:

2.1A

Evidence for A shows a number of the adverts advertised through Stonewall between July 2018 and July 2019. This is something we do for all our external postings to ensure we are attracting a diverse range of applicants. In addition to this we monitor the equal opportunities forms submitted by candidates to ensure we are receiving a diverse number of applicants.

COPFS advertise externally through proud employers. Between 1st July 2018 and 31st July 2019 there have 30 external adverts in which we have advertised through proud employers. 5 adverts have been attached for evidence purposes.



2.1B

Evidence B shows our equal opportunities statement within our application pack. We encourage candidates to apply from a diverse group including sexual orientation and gender identity. Applications submitted are also redacted and 'blind' copies sent to the board so that it fair & open and nothing can be taken into account apart from the competency based answers or personal statement.

All of our external adverts come with an application pack which states:

EQUAL OPPORTUNITIES

The Crown Office and Procurator Fiscal Service is an equal opportunity employer and welcomes applications from all sectors of the community: particularly from people from ethnic minority communities, women and people with disabilities. Our policy is to provide equal opportunities for employment, career development and promotion to all where eligible, on the basis of ability, qualifications and suitability for the work. Selection will be on fair and open competition and regardless of gender, gender identify, sexual orientation, marital or family status, racial group (includes colour, race, nationality or ethnic origin), religion, disability (unless such treatment is objectively justified) or age. We operate flexible working patterns within a non-smoking environment.

2.1C

Evidence for C shows wording added to our application pack highlighting our awards and groups within the service that new staff could get involved in when they join the service. Staff involvement has been recognised on our internal intranet so as to help staff become more aware of the work COPFS are doing.

This has been added to the equal opportunities section. The wording has been stated below:

We are a Stonewall Diversity Champion employer and hold the Disability Confident employer status from Job Centre Plus. Current staff network groups include: Proud in COPFS; Equality Ambassadors and the Staff Disability Advisory Group.

2.1D

The Stonewall Top 100 employer logo is on our external website and is attached to all our adverts and correspondence sent out to applicants. An example of an external advert is enclosed.

2.2

A – 76 – 100%

Our recruitment team within HR have all received this training. They are responsible for the administration of all recruitment campaigns, directing and support recruiting managers and for being on the selection panels. This training has been delivered to all HR colleagues who have recruitment responsibilities.

The content of the training is discussion based and is focussed on promoting the work of the network but equally highlighting to our HR recruitment team. The network presents this from the LGBT applicant perspective. This year saw a surge in recruitment campaigns in the service so it was essential we refreshed this training. As well as some top tips, we have a key message from our Equality and Inclusion Champion. For 2019 – we revised content to include four examples of where LGBT applicants could be subjected to discrimination as part of the recruitment process. We openly discussed with HR what they would do gain an assurance that they wouldn't allow such behaviours to be demonstrated by recruitment panel members.

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation?

COPFS launched a new corporate e learning package for induction in December 2018 and was launched to accommodate significant expansion plans for 2019.

The package has a specific section on Equality & Diversity which includes a video from [REDACTED] to introduce E&D with specific reference to LGBT. There is a specific page outlining information about our staff networks, including our commitment to sexual orientation and transgender. Additionally, the e learning package has a page that sign posts new

starters to mandatory training with a timeline for completion which includes Equality & Diversity, LGBT Awareness and Valuing and Managing Difference.

L&D send a targeted and personal welcome email to all new employees with a link to the e learning package, and there is also a link to the package in the letter from HR to the new starters line manager. L&D ask new starters to complete it within their first few days, as part of any local induction plans.

For some groups of new starters we continue to provide a face to face induction and we have a detailed Induction Package in which our Equality Champion and Network Leader for Proud attend and have an input.

██████████ delivers a clear message on the departments commitment to LGBT inclusion and information is provided by our network lead in relation to the work of the network and its associated activities - including Friends of Proud in COPFS. Page 5 of the speaking notes attached below outline to delegates that we have inclusive LGBT policies.

2.4 Does the organisation enable non-binary employees to have their identities recognised on workplace systems?

YES

Describe how non-binary identities are recognised on workplace systems:

Our current HR system (Snowdrop) allows HR staff to record the option of 'Mx' as a title. Snowdrop, unfortunately, only has the option to record gender as 'Male' or 'Female'. We allow individuals who do not identify as 'Male' or 'Female' to have the option of no gender being assigned to them on the HR system, and therefore the gender box is left blank. We are currently in the process of procuring a new HR system that will be more fit for purpose.

2.5 Does the organisation provide all-employee equality and diversity training which includes the following topics, explicitly covering LGBT people?

Describe how you estimate completion rates:

A – D = 70 – 100%

Following the completion of either a face to face course or completing an e- learning package, a registration is delivered to our Learning and

Development team and they update an individual's formal training record on the HR system.

As at 4 September 2019, based on an average headcount of 1800, 1543 (86 %) of the current workforce have completed either or a combination of Equality, Diversity & Inclusion e learning, LGBT Awareness e learning and Valuing & Managing Difference facilitated course. 1227 (68% of current workforce) has attended Valuing & Managing Difference – significant numbers of new starters from January 2019 so completion rates will increase as there are 6 courses running for a further 100 people in the next few months. 1090 (61% of current workforce) has completed Equality, Diversity, and Inclusion e learning. 720 (40% of current workforce) has completed LGBT Awareness e learning.

All colleagues are required to complete COPFS corporate e learning package (post 2019 new starters), Civil Service e learning Equality, Diversity, and Inclusion 2019, Civil Service e learning LGBT awareness and attend a mandatory face to face, facilitated and instructor led course called Valuing and Managing Difference.

COPFS corporate e learning package is designed to inform and communicate important organisational information in their first few weeks. Civil Service learning solutions are accessible across the wider Civil Service, they are interactive with built in knowledge checks throughout and the content includes descriptions, real life stories and case scenarios. Real life stories specifically address sexual orientation and transgender cases.

The Valuing & Managing face to face course builds on the e learning by examining bullying and harassment on the grounds of difference, which specifically includes a DVD (Skills booster - Transgender) followed by a facilitated group discussion eg how they would support their colleagues in these situations and what action they would take to challenge the behaviours of actions acting in ways illustrated in these videos.

Together, all these learning solutions which are mandatory requirements for all staff cover A, B C and D requirements.

2.6A – 3 May 2019

2.6B – various dates as listed on evidence

2.6C- 9 September 2019

2.6D- various dates as listed in evidence

2.7 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees?

A - General Leadership and development programmes

COPFS hosts an internal Management Development Programme for all managers within the Department. This is a mandatory course and all managers are required to undertake and consolidate this learning. This programme has been promoted to our LGBT staff through our staff Proud in COPFS staff forum page.

2.8 Does the organisation proactively recognise contributions to the LGBT employee network group during employee performance appraisals?

Describe how contributions are recognised:

All staff within COPFS are required to complete a Performance Appraisal Report (PAR form). Individuals and managers agree objectives, which will be a mix of mandatory, standard or personal objectives. Staff who are engaged in equality work within COPFS are encouraged to add additional personal objectives relating to their efforts to promote equality and diversity and they have been provided with suggested objectives (appropriate to their responsibilities) to include in their PAR form by our Equality Champion.

There are suggested objectives for network members which differ from the objectives for network chairs and from equality ambassadors and all are clearly linked to our published Equality Outcomes. Managers rate jobholders according to a variety of indicators which include the additional personal objectives and the extent to which they have been met. Managers are encouraged to obtain feedback from the Equality Champion when assessing the jobholder's performance if they have included such an objective and they have specifically provided feedback on the performance of LGBT network members.

Staff with additional personal objectives receive recognition for this in the end of year report produced by their line manager. Evidence of their suitability for future development and progression within COPFS and is

considered by their line manager and countersigning officer when deciding whether to approve the jobholder for a promotion or secondment opportunity. It is intended that information from appraisals will be used to make decisions on suitability for lateral and promotion opportunities from April 2019..

Additional Information for consideration

L&D relating to Sexual Orientation and Transgender was promoted, with links and promotional text, as part of the August 2019 E&D campaign.

LGBT Awareness

<https://civilservicelearning.civilservice.gov.uk/learning-opportunities/lgbt-awareness>

Promotional Text

We all need to take responsibility for ensuring we are an inclusive workplace – all of us should increase our understanding of the issues faced by Lesbian, Gay, Bisexual and Transgender (LGB&T) community in the workplace so we can challenge stereotyping and prejudice in the workplace with confidence. Learn about the real life experiences of what some people have faced, it really does make you stop and think.

Did you know that transgender is an 'umbrella' term which includes all people who experience gender dysphoria and express this in some way? Find out more about all the terminology surrounding gender reassignment and the challenges and barriers that trans women and men encounter in the workplace, it really does improve your understanding.

2.9 Does the organisation identify and act on any LGBT issues raised at exit interview or on exit surveys?

Yes.

Describe the exit interview/survey process and how LGBT issues would be identified or raised:

All colleagues who leave the Service are invited to attend an interview with their line manager to establish the reasons for them leaving. The interview is documented and covers general information about their current role - thereafter the discussion goes on to assess training and career development opportunities within the Service, the benefits and working conditions of the Service, an assessment of communications within the Service. We also ask questions as to whether or not the leaver has ever experienced discrimination of any type including sexual orientation and gender identity whilst employed here.

Describe how any issues raised would be acted upon by the organisation:

Line Managers would discuss matters raised with Business Managers and Procurator Fiscal's for their respective area and appropriate action would be taken if deemed necessary. Dependant on the nature of the information disclosed, it may also be appropriate to speak with our colleagues in Human Resources to seek advice and guidance. Our department has a zero tolerance approach to bullying, harassment and discrimination and as such would invoke the appropriate policies without hesitation or delay to ensure matters raised were addressed and behaviours corrected. All exit interviews are sent to our colleagues in HR and they record the content centrally and note key themes and trends and