

## Equality Impact Assessment Record

<b>Name of new / revised Policy:</b>	Case Management in Court (E-Court) Project
<b>Purpose of Policy:</b>	<p>The purpose of this project is to:-</p> <ul style="list-style-type: none"> <li>• Increase efficiency for legal staff in courts when dealing with large quantities of physical paperwork;</li> <li>• To reduce time and effort required by administrative staff to prepare courts and undertake court clear-up after court appearances; with the side benefits of improving the quality of information captured and offering a platform for future digital strategies;</li> <li>• Standardise and improve processes and policies for case documents being taken to court.</li> </ul>
<b>Lead EIA Officer:</b>	SDD
<b>Team / Federation:</b>	Strategy & Delivery Division, Glasgow
<b>Email Address:</b>	DiversityTeam@copfs.gsi.gov.uk
<b>Others involved:</b>	
<b>Date Assessment Completed:</b>	January 2013 (updated - November 2014)
<b>Assessment Record Authorised by:</b>	

This new / revised policy was fully assessed for any equality impact based on the General Equality Duty of the Equality Act (2010).

### Summary of research and consultation carried out:

A successful Proof of Concept was undertaken within various offices around the country between February and July 2013 during which time a number of demonstrations were also provided to other staff and Management Groups raising awareness. A full evaluation was carried out following Proof of Concept and a workshop with all users involved was held in order to collate feedback and identify and changes/enhancements required. Full guidance and training on use of the device and application forms part of the Project Plan.

An Equality Team member was invited to participate in an initial demonstration workshop prior to Proof of Concept in order to highlight any potential issues/concerns.

**Key issues identified: -**

**(Note here if you conclude there are no equality issues relating to the new / revised policy)**

There are no equality issues identified as use of an electronic tablet in Court should not raise any concerns different to the use of paper files. However, the following were noted during consultation:-

Negative

- Potential issues with screen size/colour to be taken into consideration (taken into consideration during development);
- Most staff will be familiar with smart screen technology but there may be some staff that are not familiar with smart screen technology and might need suitable support and training to enable them to confidently use and navigate an electronic tablet.

Positive

- Potential avoidance of Health & Safety issues owing to the reduced need to carry/transfer heavy files to court;
- Improved and more efficient visual access to information.

Linda Cockburn, PD Equality Team, Crown Office and Stuart Bailey, Health and Safety Representative and Staff Disability Advisory Group were consulted and they advised they thought this was an excellent project in terms of its benefit to disabled people at COPFS. By moving documentation to an electronic format, most issues about moving large amounts of paper around busy courts are resolved - this is a serious inconvenience for physically disabled people at COPFS and continually appears as a SDAG agenda item. They think the move to electronic format will also assist visually impaired staff.

Also for note

- No issues with screen size/font/colour were reported during or following PoC although some staff suggested a tweak to the user interface to ensure that full text was displayed (e.g. full names etc) – this was addressed as far as possible during development. We were also asked if documents could be enlarged if necessary but the existing iPad functionality allows users to 'zoom' and 'stretch' documents on screen if necessary;
- Notable Health & Safety benefits in relation to reduced requirement to carry/transfer/manage bulky case files

**Changes made to new / revised Policy**

Some minor cosmetic changes and changes to functionality were identified following PoC to maximise the user experience – all of which were addressed during the further software development. Typical screenshots of the enhanced application in line with new Apple iOS7 technology together with comparison screenshots of how the app looked during Po Car attached at **Annex A** to ensure no further equality issues are identified.

**Review Process for Policy**

It will be monitored through regular feedback and post implementation plans.

## Annex A

### Typical screenshot used during PoC



Typical Screenshot in line with new iOS7 Apple Technology – Main difference being white background

CMiC Screenshot.bmp - Windows Picture and Fax Viewer

vodafone UK 09:58 98%

### COURT LIST : 7 CASES

7 cases - last sync 06.10.14 - 14:44

Display results by **Court List Number** Filter by **CWP,PD** Keyword search

**7 Not Called**

1	<b>MCNAMARA (GILLIAN)</b>	TR13000025	PD
2	<b>MACMANUS (KENNETH MANUS)</b>	TR13000338	PD
3	<b>FRAIL (JAMES)</b>	TR14000129	PD
4	<b>FRAIL (JAMES)</b>	TR14000131	PD
5	<b>STAR (EDWIN)</b>	TR09000452	CWP
6	<b>GIBSON (PAUL)</b>	TR09000466	PD
7	<b>PINDEL (DANIELLE)</b>	TR13000392	PD

**0 Completed**

Done

- Continue without Plea- CWP ✓
- Pleading Diet - PD ✓

Windows Taskbar: Start, Inbox - Microsoft O..., L1500(16.0 Project..., Equality Impact Ass..., iPad screen shots - ..., My Documents, CMiC Screenshot.bm..., CMiC Screenshot..., 09:53