

Meeting	HR and Remuneration Committee Meeting
Date and Time	3 <sup>rd</sup> June 2016
Location	Board Room, Pacific Quay
Title of Paper	SPA Equalities Review
Item Number	7.2
Presented By	Judith Mackinnon
For Approval/For Consultation	For Information
Appendix Attached: Yes or No	No

**PURPOSE**

This paper is presented to members providing an update on the work being carried out within SPA as part of the ongoing Equalities Review. This review will assist with the development of the SPA Mainstreaming Report, ensuring that the SPA meets its specific duties as a public body under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

In addition it aims to ensure effective governance of Police Scotland activities in relation to compliance with the requirements of these regulations.

**BACKGROUND**

The SPA Equalities Review is being led by the Head of HR Governance and the review is intended to, first and foremost, improve the ways of working within SPA by mainstreaming equalities considerations into the everyday work of each team. This relates to SPA activities as an employer, governing body and service provider to the public.

This will be achieved by putting processes in place to:

- ensure that the consideration of equalities is mainstreamed into the review of existing policies and practices;
- ensure that the SPA mainstreaming report reflects the SPA's particular roles as an employer, service provider and governing body;
- ensure that the results of Equality and Human Rights Impact Assessments are published shortly after being complete;
- ensure best use is made of recording systems to gather meaningful employee information;
- effectively capture evidence to include in the SPA Mainstreaming Report;
- monitor the effectiveness of departmental activity to report progress against equality outcomes; and,

- ensure that the SPA publish relevant information in a way that is accessible

The Equality and Human Rights Commission have been consulted on the SPA approach and are supportive of the plan and the progress to date. Ongoing dialogue with EHRC will continue throughout the development of the SPA Mainstreaming Report to ensure that EHRC are in a position to endorse our approach.

**FURTHER DETAIL ON TOPIC REPORT**

**Duty to Assess and Review Policies and Practices**

It is essential that there is both a corporate and departmental responsibility for ensuring SPA is meeting its Specific Duties under the Equality Act through its policies and practices.

Actions	Status
Identification of SPA post with Corporate Responsibility for Equalities	<b>Complete</b> – Head of HR Governance
Identification of an Equality Lead for Each Team	<b>Complete</b>
Induction meetings for Equality Leads in relation to SPA Public Sector Equalities Duties	<b>Complete</b>
Specific Training in relation to the Equality and Human Rights Impact Assessments	<b>Complete</b>
Service Delivery Teams within SPA to ensure relevant Policies/Procedures have an EQHRIA	By end of Q1 2016/17
Governance Teams to ensure that an initial assessment is carried out to inform the development of governance and assurance procedures as part of the SPA Governance Review.	Initial Assessment by end of Q1 2016/17.

**Duty to Publish in a Manner That is Accessible**

From an SPA perspective there is a requirement to ensure that the results of both SPA and Police Scotland EQHRIA's are published in a way that is accessible to the public.

Actions	Status
Ensure a process is in place to allow the results of upcoming EQHRIA's to be published on the EQHRIA's	<b>Complete</b> – process in place and section of SPA website identified.
HR Governance Team to work with Police Scotland to ensure the results of all completed EQHRIA's are completed as soon as possible.	Level 3 Scrutiny Report being progressed by SPA to the HRRC in Q2 of 2016/17.

### Duty to Gather and Use Employee Information

In line with the Public Sector Equality Duty there is requirement to ensure that we gather information with respect to the number and relevant protected characteristics in relation to:

- the composition of the authority's employees, and
- the recruitment, development and retention of employees

Actions	Status
HR Governance Team to work with Police Scotland to help improve gathering of employee information by confirming the information that is required and <b>can be gathered through current recording systems.</b>	Discussions to take place in Q1 and Q2 with an update provided to the next HRRC.
HR Governance Team to work with Police Scotland to help ensure that <b>recording systems are effectively developed to allow all relevant employee information to be gathered in the future.</b>	Discussions to take place in Q1 and Q2 with an update provided to the next HRRC.

### Effective Corporate Collation of Equalities Activities

Following Consultation with SPA Equalities Leads it was identified that there would be a benefit in developing an internal recording mechanism for each team to:

- record their equalities activities,
- confirm how each activity links to SPA outcomes
- outline how effectiveness of the activity will be monitored; and,
- provide a quarterly update on the progress of their activity

This is now in place.

### Improving Engagement Channels

As part of the equalities review, the issue of engagement with diversity Staff Associations and external organisations has been considered. This engagement is necessary in order to inform the equalities work of the SPA and ensure that opportunities for input and consultation are available and capitalised upon.

Actions	Status
SPA to have a standing item on SPA/Police Scotland Diversity Staff Association (DSA) Secretariat Meeting.	<b>Complete</b>
Process in place to allow Equality Leads to raise items to be raised at the DSA Secretariat Meeting	<b>Complete</b>
Ensure appropriate engagement with statutory staff associations in relation to Equality Issues	Process to be put in place by end of Q1 2016/17

Develop proposal to identify and establish an engagement network with external diversity organisations that focus on the various protected characteristics.	Proposal to be presented to SMG by end of Q3 2016/17
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**EQUALITIES REFERENCE LIBRARY**

To help ensure external research is considered as part of SPA activity the review has identified the need to centrally collate key pieces of research to ensure they are easily accessible to all SPA Teams.

<b>Actions</b>	<b>Status</b>
To identify key external sources of relevant research through consultation with Equalities Leads	<b>Complete.</b> Sources identified are EHRC, Scottish Government Equal Opportunities Committee, CIPD, Demographic Data, HMICS Reports
To put in place a process that ensures the Reference Library is managed and regularly updated.	Process to put in place by end of Q1 2016/17.

**RECOMMENDATIONS**

Members are asked to note the content of this report and views are sought on any further considerations that should be taken as part of the review.