Equality Action Plan

	Management Situation/Problem	Activities	Outputs (Progess)	Equality Outcomes

1.1	Need to improve awareness of Equality Diversity issues across RoS	1.Improve equality and diversity training
		  Induction training
		  Manager training e.g. Managing Employees with Mental Health
		  Regular employee training
		
		2. Ensure employees are aware of and regularly demonstrate what is expected of them in their role in relation to commitment and promotion of equality and diversity
		
		3. Managers and staff to have an objective linked to awareness of equality and diversity as part of performance appraisal
		
		4. Managers encouraged to discuss equality & diversity as part of performance appraisal process
			HR investigating provision of Training via Civil Service Learning available from 1 April 2013	Managers and staff have increased understanding of Equality and Diversity issues fostering an inclusive culture and eliminating discrimination, victimisation and harassment within RoS.

1.2	Need to improve involvement of employees and service users to understand the actual or potential impacts of RoS Policies, Procedures and Services	1. Disability Advisory Group 2. Equality Network Group to be established to consider all Equality issues and champion equality issues 3. Customer network group considered	Disability Advisory Group currently meets quarterly. Progressing towards creating an Equality Network Group to replace the DAG	Managers and staff have increased understanding of Equality and Diversity issues fostering an inclusive culture and eliminating discrimination, victimisation and harassment within RoS.

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1.3	All RoS Policies and Practices developed with full consideration of Equality issues.	1. Ensure equality and diversity issues are an integral part of any Policy review or development 2. Ensure all Policies & Procedures are appropriately applied 3. Equality Impact Assess (EQIA) all Policies and Procedures and publish results 4. Review role of Contact Officers and other support mechanisms 5. Update format of EQIA 6. Review all disciplinary, grievance cases to ensure no equality issues	Contact Officers have reported back minimal useage by staff suggesting that victimisation, bullying and harassment are not issues. Policies and Procedures are developed to exclude bias and they are appropriately applied to eliminate discrimination, victimisation and harassment	Managers and staff have increased understanding of Equality and Diversity issues fostering an inclusive culture and eliminating discrimination, victimisation and harassment within RoS.
1.4	Ensure that all Procurement award criteria has due regard to equality considerations	The Procurement team ensure that processes and procedures meet this requirement.	Terms and Conditions for services include a clause regarding discrimination which states: The Supplier shall not unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age ...... The Supplier shall take all reasonable steps to secure the observance of this Condition by all employees and representatives of the Supplier" Pre-Qualification Questionnaires also allow for specific questions regarding Equality to be used to exclude or include suppliers in the Procurement Process	Managers and staff have increased understanding of Equality and Diversity issues fostering an inclusive culture and eliminating discrimination, victimisation and harassment within RoS.

1.5	There appears to be a reluctance to provide equality information as evidenced by the numbers of employees who did not supply that information in the annual Civil Service People Survey	Issue employee survey to ascertain the staff profile in RoS Issue tailored workplace adjustment agreements for employees with disabilities	Accurate and up to date staff profile Tailored Workplace Adjustment Forms a) Ensures there is a living record of reasonable adjustments agreed between a disabled employee and their manager. b) Minimising the need to re-negotiate reasonable adjustments every time the employee changes jobs, is re-located or assigned a new manager within the organisation. c) Provide employees and their line managers with the basis for discussions about reasonable adjustments at future meetings. d) Ensure employees with disability access issues have up-to-date Personal Emergency Egress Plans (PEEP) and that these are reviewed every six months to ensure their safety in an evacuation	Managers and staff have increased understanding of Equality and Diversity issues fostering an inclusive culture and eliminating discrimination, victimisation and harassment within RoS.
2.1	Recruitment practices need to be targeted to attract under-represented groups	1. Check census population of Scotland 2. Active, targeted recruitment to under-represented groups 3. Ensure all recruitment adverts and role profiles only contain the necessary skills and abilities required for the vacancy, to ensure equality of opportunity. 4. Ensure interview panel members receive diversity and equality training regularly. 5. Record all relevant recruitment information for equality monitoring purposes.	Recruitment of modern apprenticeships increased the population of young people in RoS. Depending on census information other targeting efforts may be required to ensure the RoS reflects the Scottish population	Recruitment activities are open and fair and undertaken without bias ensuring roles are awarded on the basis of merit ideally creating a RoS staff profile that reflects the population of Scotland

2.2	Recruitment and development activities to be undertaken without bias	1. Job applicants to complete an equality monitoring questionnaire 2. Gather recruitment information and publish annually 3. Monitor access to development opportunities and publish annually 4. Continue to monitor information in relation to Redeployment 5. Implement equality monitoring of training and development to ensure equal access to learning opportunities 6. Monitor voluntary exits	All of the activities are in progress and RoS adhere to Civil Service Recruitment principles	Recruitment activities are open and fair and undertaken without bias ensuring roles are awarded on the basis of merit ideally creating a RoS staff profile that reflects the population of Scotland
2.3	Limited empirical evidence to demonstrate there are no Equal Pay issues in RoS	Equal pay statement requires to be published every 4 years 1. first statement only requires to cover men and women 2. subsequent statements to include disability, minority race etc	No evidence of Equal Pay issues. Continue to monitor	Recruitment activities are open and fair and undertaken without bias ensuring roles are awarded on the basis of merit ideally creating a RoS staff profile that reflects the population of Scotland
3.1	Customer information needs to be available and accessible in alternative formats to meet the Statutory Code of Practice for "Services, public functions and associations" under the EQA	Customer guidance can be published in appropriate formats as required. 1. Language 2. Large Print / Braille 3. RoS website is accessible to all including internal and external customers and meets any disability requirements /standards	CSC team reviewing access options in conjunction with Communications team. Range of documents/guidance currently available on request Font size can be adjusted Internet Review being conducted	All sectors of the Scottish population can access and be confident about RoS products and services.
3.2	IT Operations work must include consideration of accessibility	1. Ensure staff have access to instructions on the internet to adjust font size within Microsoft Office 2. Ensure Procedures for workstation assessments are publicised appropriately 3. Ensure all IT development bears in mind disability and accessibility requirements	Instructions regarding how to change font size are available on the Intranet. Workstation assessments template is published on the Intranet An Intranet Review currently being conducted will take account of accessibility requirements	All sectors of the Scottish population can access and be confident about RoS products and services.

3.3	Consider the Legal Implications of the Gender Recognition Act 2004 with the Equality Act 2010	Legal Policy Group in RoS considering appropriate action	In the interim, any application or request relating to changes of name under the provisions of the Gender Recognition Act 2004 should be referred to Legal Policy Group.	All sectors of the Scottish population can access and be confident about RoS products and services.