

GENDER EQUALITY ACTION PLAN

Disclosure Scotland

Agency Responsibilities

Disclosure Scotland became an Executive Agency of the Scottish Government on 1 April 2009. It is responsible for providing disclosures of criminal records under Part V of the Police Act 1997 and it will be responsible for managing the Protecting Vulnerable Groups Scheme ('the PVG Scheme'), to be established in late 2010 by the Protection of Vulnerable Groups (Scotland) Act 2007 ('the PVG Act').

Disclosure Scotland makes a contribution to the Scottish Government's Safer and Stronger strategic objective by informing employers' decisions through carrying out criminal record checks. The Agency's key strategic goal is to inform recruitment decisions through the timely provision of accurate criminal history information, and therein, to help protect vulnerable groups by preventing unsuitable people from working with them.

Statement of Agency Commitment to the Promotion of Gender Equality and how this helps to deliver the Government's national purpose and outcomes and contributes to progressing the Government's gender equality scheme objectives.

Disclosure Scotland will continue to promote the advancement of Gender Equality by ensuring that all staff are aware of their responsibilities in relation to gender equality and that it is considered in decision and policy making. Disclosure Scotland is committed to establishing a workforce that reflects the population it serves at all levels.

Our overarching gender equality objective will be to effectively and appropriately ensure that our policies and practices are subject to Gender Impact Assessment and that gender equality issues are taken fully into account.

Gender equality impact assessment is a mechanism for the thorough and systematic analysis of a policy or practice to determine the consequences to gender equality. Equality Impact Assessment will be undertaken in relation to policies and practices contributing to our strategic function, which is to inform recruitment decisions through the timely provision of disclosure certificates and therein, help protect vulnerable groups. It is for the relevant Policy Area to determine priorities and processes for ensuring impact assessments are undertaken.

Disclosure Scotland Gender Equality Action Plan

Key actions which are designed to address gender equality issues identified from evidence and actions which contribute to progressing the Government's gender equality policy objectives (GEPO)

Policy	Action	By whom	By when	Outcome Expected	Contribute to GEPO (Yes/No)
Training	<p>We will arrange seminars for staff covering all equality duties</p> <p>We will make Scottish Government material available to all staff to further raise awareness of the equality duties.</p>	Business Management Unit	January 2011	Promote an environment where everyone is valued equally.	Yes
Flexible Working	<p>Continue to promote the Agency's policy on flexible working. Including term-time working and job sharing towards both male and female staff</p>	Line Managers	Ongoing Practice	Increased awareness and use of flexible working. Staff achieve a better work/life balance	Yes
Recruitment Policy	<p>Staff are selected with due regard to the Scottish Government's recruitment policies and procedures in relation to gender equality. Resourcing must be Fair, Consistent, Relevant, Competency Based, Open and Transparent. Managers also have access to the Resourcing Toolkit.</p> <p>The Complex Case Advisory Group working</p>	<p>Recruiting Managers/Vacancy Holders</p> <p>Protection Unit</p>	<p>Ongoing Practice</p> <p>Ongoing Practice</p>	<p>Recruitment processes pay due regard to gender equality</p> <p>A balanced viewpoint</p>	<p>Yes</p> <p>Yes</p>

	for our Protection Unit will be gender balanced			will be ensured.	
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Key actions to take into account gender equality across main responsibilities, if not already covered above.

	Action	By whom	By when	Outcome Expected
We will put in place arrangements ensure that our policies, services, functions pay due regard to the need to eliminate any unlawful discrimination between women and men	We will continue to educate our staff by holding awareness seminars to ensure that they understand what is unlawful discrimination, and are aware of their responsibilities to customers/stakeholders of both sexes.	Business Management Unit	January 2011	A working environment which is free of harassment, bullying and discrimination. Our staff are aware of their responsibilities in relation to their specific remits.
	We will engage effectively in the equality impact assessment process to inform policy development, and ensure we recognise any policies which discriminate so appropriate action can be taken.	All managers who are responsible for implementing policies and procedures.	Ongoing	Our policies meet the needs of all people irrespective of gender.

<p>We will put in place arrangements to ensure that our policies, services, functions are able to pay due regard to the need to promote equality between women and men.</p>	<p>We will require all teams to use the equality impact assessment tool wherever appropriate when considering proposed changes to service delivery . Specifically this will aim to identify actions to promote equality and good relations between men and women.</p> <p>We will ensure that any consultations reflect the diversity of our communities, and will seek to include all groups affected by our proposals.</p>	<p>All managers who are responsible for implementing policies and procedures.</p> <p>The Manager who is taking the lead in the consultation.</p>	<p>Ongoing Practice</p> <p>Ongoing Practice</p>	<p>Satisfaction from our stakeholders that the gender duty is being observed in a meaningful and effective manner; with necessary information in place to demonstrate that on an ongoing basis.</p> <p>Policy Development accurately reflects the needs of both men and women.</p>
<p>We will identify gender equality goals and outcomes for our area of work</p>	<p>We will regularly monitor and analyse staff survey results including remedial action where required, to understand peoples perceptions and understanding of gender issues and set priorities for the coming year.</p>	<p>Communications Manager</p>	<p>Annual survey</p>	<p>Ensure goals are informed by evidence</p>

<p>We will ensure that employees, stakeholders and/or service users are consulted in the process of setting gender equality goals and outcomes for our area of work</p>	<p>Where appropriate we will ensure major goals or outcomes are set following consultation. Making sure that the questions of equality impact is addressed .</p>	<p>All managers responsible for implementing policies.</p>	<p>Ongoing</p>	<p>Better focused gender equality goals and outcomes. Increased understanding by all staff of unlawful discrimination.</p>
<p>We will put arrangements in place to ensure that we are able to report on progress on an annual basis</p>	<p>We will check the progress on this Action Plan in March 2011. In future we will include the Action Plans within the Business Plan.</p> <p>We will continue to include diversity as a mandatory objective within each member of staffs performance appraisal.</p>	<p>Business Management Unit</p> <p>Line Managers</p>	<p>2011-12 Business Plan</p> <p>Current Practice. Reviewed at yearly appraisal</p>	<p>Ability to monitor and action across equality duties.</p> <p>Equalities will be intrinsic to every member of staff's job remit. Evidence will need to be positively demonstrated.</p>

