

RACE 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 Race Equality and good relations between people of different racial groups and how this helps to deliver Government's national purpose and outcomes.

All Disclosure Scotland staff have a mandatory diversity objective as part of the Scottish Government's Performance Management system. This objective requires that staff are familiar with the Scottish Government's Diversity policy and challenge any behaviour deemed unacceptable in line with this.

Where appropriate equality impact assessments will be undertaken.

Disclosure Scotland is fully committed to eliminating barriers facing people from ethnic backgrounds which may limit opportunities to work for the Agency or to access its information and services.

This commitment contributes towards the Scottish Government National Outcomes by ensuring the Agency is fair and inclusive and delivers a high quality service to all.

What is known about the experiences of, and issues for, people of different ethnic groups affected by the Agency's responsibilities and what are the issues relevant to relations between people of different racial/ethnic groups and to the promotion of race equality?

We are aware that English is not necessarily the first language of some of our applicants. We have sought to address this through the provision of application guidance notes (notes on how to correctly fill in a Disclosure Scotland application form) in 6 different languages. This service is advertised in the publications section on our website where the documents can be downloaded in the language required.

Our action plan reflects the need to gather and analyse data on different ethnic groups who apply for Disclosure certificates.

The Scottish Government has developed an Equality Impact Assessment (EQIA) toolkit which can be used across 6 equality strands. Equality Impact Assessment will be undertaken where relevant 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.

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Relevant Policies	EQIA	Action planned to advance race equality in this area.	Who and by when?	Race equality/good relations outcomes (s)	Contribution towards the Scottish Government's National Outcomes.
Recruitment of DS staff	No	Staff are selected with due regard to the Scottish Government's recruitment policies and procedures in relation to race equality. Resourcing must be Fair, Consistent, Relevant, Competency Based, Open and Transparent. Managers also have access to the Resourcing Toolkit.	Recruiting Managers - Ongoing	By adopting the range of Scottish Government equalities policies, DS will work towards the elimination of unlawful racial discrimination where it exists.	By following the SGs recruitment policy we help provide better employment opportunities for our people and tackle inequalities in Scottish Society

<p>Training and development policies for existing staff</p>	<p>No</p>	<p>All DS staff have a mandatory diversity objective, as part of the Scottish Government's Performance Management system.</p>	<p>Line Managers – Ongoing</p>	<p>Scottish Government policies in recruitment will advance equality of opportunity for existing staff within the agency and for those applying to join through the recruitment process.</p>	<p>By having a mandatory diversity objective and providing training on Equality we help provide more and better employment opportunities for BME people</p>
	<p>No</p>	<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>	<p>Business Management Unit - January 2011</p> <p>Business Management Unit – January 2011</p>	<p>Good relations between persons of different racial groups by improving awareness and understanding of differences that may exist within the organisation</p>	<p>We help to tackle the significant inequalities in Scottish society</p> <p>We help to build strong, resilient and supportive communities</p> <p>We help to build a strong, fair and inclusive national identity</p> <p>We provide a public service responsive to local peoples' needs</p>
<p>Accessibility of Processes and Information</p>	<p>No – But will be completed</p>	<p>We will continue to produce user documentation which takes account of our applicant's needs. For example, Disclosure Scotland currently provide guidance notes in a number of different languages and provide helplines for other issues</p>	<p>Applications Team – Ongoing</p>	<p>Improved services which understand and respond to people's different needs. Eliminating unlawful discrimination</p>	<p>By ensuring we promote positive communication and provide guidance as required the policy supports tackling inequalities in Scottish society, improving life</p>

		<p>applicant's may have while going through the disclosure process.</p> <p>We will aim to increase the number of languages available to reflect the changing ethnic make up of our applicants.</p>	<p>Business Management Unit/Compliance team. Help desk and support staff – following Census in March 2011</p>	<p>on and promoting equality of opportunity.</p>	<p>chances for children, young people and families at risk and public services are high quality, continually improving, efficient and responsive to local people's needs.</p>
		<p>Our Protection Unit will take necessary steps to give all individuals a fair opportunity to represent themselves.</p>	<p>Protection Unit</p>	<p>Individuals will have a fair chance to make a representation regardless of race</p>	
Equality Impact Assessments	No	<p>We will implement the use of Equality Impact Assessments when developing new policies.</p>	<p>All managers who are responsible for implementing policies and procedures.</p>	<p>Our policies met the needs of all people irrespective of race.</p>	<p>By implementing the use of Equality Impact Assessments on new policies, we are helping to tackle inequalities in Scottish Society.</p>
Engagement of Stakeholders to Ensure and Improve Service	No	<p>We will work alongside the Scottish Government's 2 Strategic Partners – BEMIS and CEMVO to discuss/explore possible opportunities to further engage with the black and ethnic minority sector</p>	<p>Compliance Team/Communications – situation subject to ongoing review.</p>	<p>This work will help to ensure that our processes are fully accessible to people from different racial groups and could lead to the</p>	<p>By communicating with ethnic minority organisations and groups we will help to tackle inequalities in Scottish Society and provide more and better employment opportunities for</p>

				identification and correction of services including gaps in race equality	Black and Minority Ethnic people
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