

Equality and Human Rights Impact Assessment (EqHRIA)

Summary of Results

Policy / Practice	Equality and Diversity Employment Monitoring SOP
Owning Department	People and Development
Date EqHRIA Completed	20/04/2016

Purpose of Policy / Practice	<p>a) The purpose of the SOP is to explain the force's position in relation to managing staff's equality and diversity data</p> <p>(b) The SPA / PSoS are committed to delivering a fair and professional service, promoting equality for all. To do so we need to build up a picture of our workforce to measure how reflective we are of the communities in which we serve and the benefits that a diverse workforce can bring. This enables us to develop evidence-based policies that take different needs into account to deliver a high-quality service and to ensure they have the desired outcome.</p>
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A. Summary of Analysis / Decisions - What the assessment found and actions already taken.

Although deemed to be a positive SOP for all protected characteristics it is recognised that some tension may emerge across some groups in respect of such a SOP and supporting processes.

The collection of data related to marriage / civil partnership will not be collected via E&D Employment monitoring, this is not a legal requirement as it is with the other eight protected characteristics. Police Scotland / SPA will however continue to consider this area to ensure they meet their duty of paying due regard to eliminate discrimination, victimisation and harassment.

Police Scotland/SPA have adopted the policy that staff are required to complete Equality and Diversity monitoring form with a 'choose not disclose' option within each section, it is however recognised that there may be people who are reluctant to volunteer information or complete the process. Acknowledged as a risk which has been offset as the requirement is to complete the form, not to provide data - there is the option to choose not to disclose. EO monitoring is not a new concept and something that legacy forces had undertaken for over 12 years incrementally prior to the formation of Police Scotland.

Inconsistency of data gathering across protected characteristics and business areas has been acknowledged as a risk. This has been addressed through amendments to existing IT processes, resulting in improved reporting capability which will accompany the launch of the new E&D Monitoring Questionnaire in November 2016. This will also reduce the need for separate E&D data gathering exercises across the organisation.

Feedback suggested that the number of monitoring categories for Christian religions was disproportionate in comparison to the number of options provided for other religions and beliefs. No amendment made at this stage –considered by the PSoS Equality and Diversity Practitioners Group as part of the wider remit of Equality monitoring. Decision taken to mirror categories used in the Scottish Census of 2011.

A new E&D Monitoring questionnaire has been drafted, this and associated changes to reporting mechanisms are to be Equality Impact Assessed separately. The SOP is reflective of these.

The importance of confidentiality in relation to sensitive and private information is recognised. Established processes are in place to ensure that all data is protected and dealt with responsibly, these appear to be functioning well, with no issues reported to date. The requirements of the Data Protection Act 1998 are fully complied with and where a person could be easily identified in a specific report, this level of detail will not be disclosed nor published

B. Summary of Mitigation Actions - What else we plan to do and how we are going to check that it has been done.

Support of staff associations sought.

Communication strategy for staff to explain process adopted by Police Scotland and its purpose and include FAQs document.

HR E&D team working with representatives from: HR People Management, Police Officer Promotions Team, Recruitment Team, Training Team and SCOPE to implement appropriate recording and reporting mechanisms reducing the need for independent recording processes across departments. The current draft of the SOP is reflective of these.

Race and Religion and Belief categories mirror 2011 Scotland census therefore providing opportunity for benchmarking.

Members of the E&D P&D team will continue to engage with business areas to ensure that they are confident in the process that they are adopting and that the appropriate data can be drawn for end of year reporting for Police Scotland.

The policy will be reviewed a year from implementation, this will be instigated by HR Policy and will be the remit of the E&D Manager.