Scottish Information
Commissioner

| Report to: | QSMTM |
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| **Report by:** | Helen Gardner-Swift |
| **Meeting Date:** | 25 April 2018 |
| **Subject/ Title:** (and VC no) | Equality Monitoring Service Users vc100949 |
| **Attached Papers** (title and VC no) | C7 Equality Monitoring 2016 and 2017 Service Users v02 DRAFT vc100948 |

## Purpose of report

1.    To provide the SMT with a report on Equality Monitoring (Service Users), as required by the Governance Reporting Arrangements (GRA).

## Recommendation and actions

2.    I recommend that:

(i)    the SMT notes this report

(ii)    approves the Equality Survey 2016 and 2017

(iii)    the SMT identifies any policy areas which may need to be refined in the light of this report and the Equality Survey 2016 and 2017

(iv)    this report is published in full

## Executive summary

3.    As part of the action taken to ensure that the public sector equality duty is met, we collect and analyse relevant service user data and then use the analysis to refine relevant policies and practice where required.

4.    I provide assurance to the Commissioner that all policies which impact the public have been equalities impact assessed in line with our current policies and procedures.

### Service User Data

5.    Equality Monitoring Forms are sent to new Applicants and Requestors and the attached report summarises the data collected for two calendar years: 2016 and 2017.

6.    The response rate in 2017 was higher than in 2016:

| | 2016 (calendar year) | 2017 (calendar year) |
|---|---|---|
| **Total Applications received** | 561 | 619 |
| **Total responses received** | 91 | 108 |
| **Response Rate** | 16% | 17% |

7. The national comparator column is mainly derived from the 2011 Census for Scotland (the Census). There does not appear to be an analysis in the Census for sexual orientation, so the comparator used is the data from the 2016 Scottish Household Survey which used a population sample of 9,640.

8. Equality monitoring data is used to inform operational planning. For example, the Operational Plan 2017-18 included the following activities:

    (i) Deliver training and briefing events to promote effective use of FOI rights to civil society and media organisations

    (ii) Civil Society workshop for young people aged 15-19 to raise awareness of FOI rights (this project has been carried forward to 2018-19).

**Impact assessment**

9. New policies, and planned reviews of polices, which require SMT approval require the completion of a Committee Report which requires the author to consider the equalities impact of any changes.

10. In 2016, one EIA was submitted to the SMT in relation to the Style Guide, which contains a section "Equality in Writing", emphasising the need to respect the reader and avoid language that is specific to protected characteristics.

## Risk impact

11. Risk 10 in the Operational Risk Register applies:

    If the SIC does not have appropriate and effective policies and procedures in place for every aspect of its business, which are reviewed and updated regularly, it may fail to meet its statutory duties, deliver poor quality services and be in breach of other legislation such as Equalities and H&S.

12. The controls that are in place include:

    (i) Service user survey

    (ii) EIAs

    (iii) Committee Reports

    (iv) This report as part of the GRA

## Equalities impact

13. This report does not have any direct effect on equalities but is required as part of the assurance reporting under the GRA.

## Resources impact

14. None.

## Operational/ strategic plan impact

15. None.

## Records management impact (including any key documents actions)

16. The Equality Monitoring Survey 2016 and 2017 will be a Key Document which will be added to the Register of Key Documents and will be uploaded to the Guide to Information.

17. The HOCS will be the Responsible Manager and the document should be reviewed in January 2019.

## Consultation and Communication

18. None.

## Publication

19. I recommend that this committee report (and attached papers – see table at the start of this report) are published in full.