
Race Equality Scheme



General Register Office
for
SCOTLAND
information about Scotland's people

(Published November 2005)

Foreword by Duncan Macniven, Registrar General for Scotland

I am pleased to fulfil our statutory duty under the Race Relations (Amendment) Act 2000 by presenting the General Register Office for Scotland's (GROS) revised Race Equality Scheme 2005.

Our fundamental aim is to work with Scottish Ministers to improve the well-being of Scotland and its people by collecting, processing, safeguarding and making available information about Scotland's people in a useful, responsible and efficient way.

GROS produces reliable information which central and local government use to support the planning and provision of improved public services for local communities throughout Scotland, including health care, housing, education and transport. We also play an important role with local authorities in overseeing the Registration Service in Scotland.

Since the publication of our first Race Equality Scheme in 2002, our efforts have gone into modernising the services and products we provide by making the best possible use of new technology. We have also taken steps to work with colleagues in the Scottish Executive and other government departments to provide a more joined-up and efficient service to our customers.

It is essential that all the services we provide take full account of the needs of different ethnic groups and that there is no discrimination in access to our services. We will continue to ensure that we carry out our functions with the utmost integrity in terms of race equality.

This revised Race Equality Scheme provides us with a useful point of reference to check our functions and policies for their relevance to, and impact on, race equality. As we move ahead with important new initiatives, for example the creation of a Family History Research Service, and the consideration of alternatives to the conventional Census, we must focus on what more we need to do to reinforce our commitment to equality for all the people of Scotland.

DUNCAN MACNIVEN

Registrar General for Scotland

November 2005

Contents

Page

	Foreword by the Registrar General	<u>2</u>
1.	Introduction	<u>4</u>
2.	Background to the General Register Office for Scotland	<u>5</u>
3.	The Context for our Race Equality Scheme	<u>8</u>
4.	Assessment of impact or likely impact on race equality	<u>10</u>
Annex A	Summary of our Functions	<u>12</u>
Annex B	Recording of Race Equality Assessment/Action in respect of our Specific and Corporate Objectives	<u>14</u>

1. Introduction

1.1 Section 71(1) of the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000, places general and specific duties on all UK public bodies. The **general duty** obliges us to do three separate things:

- **to work towards the elimination of unlawful discrimination**
- **to promote equality of opportunity**
- **to promote good relations between people of all racial groups**

1.2 The General Register Office for Scotland (GROS) and a number of other bodies are subject to specific duties which require us to assess all our policies and functions for their relevance to, and impact on, race equality. We must also list those policies and functions not considered relevant to race equality in order to be as transparent as possible and to allow proper scrutiny by the Commission for Race Equality (CRE) and other stakeholders. We must revise our existing Race Equality Scheme, setting out our new arrangements for meeting the duty by:

- listing all our functions and policies
- considering which of our policies and functions are priorities over the next three years
- considering which of our functions and policies are relevant to the general duty
- considering how each function or policy relates to each part of the duty, i.e. the elimination of unlawful racial discrimination, the promotion of equality of opportunity and the promotion of good race relations
- stating whether we have assessed our functions and policies for impact or likely impact on race equality, providing details of which Division or Branch is involved and providing the time frame for action
- stating the outcome of the assessment
- summarising any other work planned or underway

1.3 There is a further specific duty on employment under which we must monitor and analyse, by racial group, a variety of recruitment and Human Resource (HR) systems. **As the Scottish Executive carries out these employment responsibilities on our behalf, we are included in the Scottish Executive Race Equality Scheme for this particular duty. See <http://www.scotland.gov.uk/Topics/People/Equality/18934/15832>**

2. Background to the General Register Office for Scotland

- 2.1 The General Register Office for Scotland (GROS) is a Government Department established by Act of Parliament in 1854. We are an Associated Department of the Scottish Executive and we form part of the Scottish Administration. Our statistical operations form part of the Government Statistical Service and we prepare our main statistical products in line with National Statistics procedures.
- 2.2 The fundamental **aim** of GROS is to work with Scottish Ministers to improve the well-being of Scotland and its people by collecting, processing, safeguarding and making available information about Scotland's people in a useful, responsible and efficient way.
- 2.3 To enable us to help meet our aim, GROS is organised into three Divisions, namely Statistics Division, Registration Division and Corporate Services Division. The **general responsibilities** of these Divisions are as follows:

Statistics Division:

- to collect and publish Census and other statistical information about Scotland's population
- to conduct its activities in accordance with the National Statistics Code of practice

Registration Division:

- to administer civil registration of vital events – births and deaths, plus marriages, divorces and adoptions and the statutes relating to the formalities of marriage and the conduct of civil marriage
- to make available public records about individuals to customers

Corporate Services Division:

- to provide financial, procurement, accommodation, IT, learning and other support for the Department

Business Functions

- 2.4 The main **functions** of GROS are set out in our Management and Business Plan (GROSplan) as follows:

Statistics Division

- Planning and taking periodic censuses of Scotland's population
- Preparing and publishing demographic statistics for Scotland and its constituent areas on an annual basis
- Maintaining the National Health Service Central Register (NHSCR) of patients in Scotland
- Maintaining a postcode index to geographic areas in Scotland and related boundaries
- Promoting effective use of the statistics

Registration Division

- Providing support, materials, guidance & instructions, examination & performance information to Scottish Registration Authorities
- Operating a change of name, re-registration, gender recognition and adoption registration service
- Making available to Scottish Registration Authorities IT systems which allow registrars to record events on line and access the records of events recorded in the past
- Enabling members of the public to access the open public records held by the Registrar General for Scotland through the search rooms at New Register House, on line at www.scotlandspeople.gov.uk and by supplying extract copies on request
- Developing the new Scottish Family History Service **ScotlandsPeople** in the combined genealogy centre in Edinburgh

Corporate Services Division

- Assisting in the development of strategic issues across the Department
- Overseeing all finance related activity, including procurement and purchasing
- Maintaining a safe, secure and comfortable working environment for customers and staff
- Developing the Department's Information and Communications Technology infrastructure and to develop the Department's common information systems

- Maximising each member of staff's overall effectiveness by co-ordinating HR activity and offering training and development opportunities

Objectives

2.5 In pursuit of our aim, our **strategic and corporate objectives** for the next three years are to:

- Manage the passage of the Local Electoral Administration and Registration Services (Scotland) Bill, through the Scottish Parliament to final implementation
- Develop an e-Registration service as an additional channel alongside registration at local registration offices
- In November 2006, open to the public the new Scotlandspeople genealogy centre
- Continue strategic planning for a 2011 Census
- Carry out a Census Test in April 2006 which reflects the results of user consultation and enables the appraisal of options for aspects such as delivery and collection methods, form layout, question design and data processing
- Complete preparations for a Census Rehearsal in April 2008, in the light of findings from the 2006 Test and further consultation, that enables the evaluation of well-developed form and question design, collection procedures and data processing methods
- In conjunction with the Scottish Executive and others, develop a programme of work towards an integrated population statistics system, harmonising household surveys and integrating administrative and other sources of household and population statistics
- Collect and maintain the records (eg vital events and the National Health Service Central Register) that are the foundation for the information we provide, in a way consistent with best practice in the collection, storage and archiving of information
- Publish the Registrar General's Annual Report and other demographic data and analyses about Scotland to meet customer needs and National Statistics code of practice standards and inform and foster debate on demographic issues
- Assist in the consideration of, and preparation for, a population register in co-operation with the Home Office (National Identity

Register), ONS (Citizen Information Project) and Scottish Executive (Citizen's Account)

- Co-operate with the Home Office and others to prevent fraud by sharing GROS data in a legal manner.

We also have 2 inward facing objectives related to the efficient running of the Department

3. The Context for our Race Equality Scheme

- 3.1 This revised Scheme sets out how we in GROS will achieve our objectives for race equality as defined in the Race Relations Act.
- 3.2 GROS has an important and challenging role to play in promoting race equality. Many of the statistics we provide inform policies designed to tackle inequalities in society, by providing a benchmark against which inequalities can be measured and policies developed and monitored. Our work also takes us into recording some of the most significant events of people's lives – births, marriages, civil partnerships and deaths.
- 3.3 We want the information we produce, and the services we provide, to be relevant and available to all the people who require them. Of course, this aim takes us much further afield than Scotland. Our main website, www.gro-scotland.gov.uk provides information on how to access our services and contains a wealth of population statistics that can be downloaded. Together with our Scotland's Census Results On Line website, www.scrol.gov.scrol (which provides access to the results from the 2001 Census in Scotland) and our family history website www.scotlandspeople.gov.uk (operated in partnership with the National Archives of Scotland, the Court of the Lord Lyon and Scotland On Line and which is the source of parish register, civil registration, census and wills and testaments records) the internet has given us the opportunity to reach an ever-widening set of customers. We have an on-going task in adjusting to changes in our customers and what they want.

Preparation for the 2011 Census

- 3.4 Preparations are already underway for the next Census which will take place in 2011. Our preparations include work which has an impact on race equality. We sit on the steering committee of the Scottish Executive's Racial Equality Scheme Implementation Group (RESIG). This group, having investigated how ethnicity monitoring data is being used, has now developed, through a year-long multiphase research and consultation process, a new set of ethnicity questions designed for the 2011 Census - www.scotland.gov.uk/Publications/2005/06/22110457/04594.
- 3.5 The driving force of this work is to remove the anomaly that the 2001 Census used a mixture of geographical and colour classifications (e.g. "Asian" and "Black"). In the same work, other areas of ethnic identity are

being researched such as religion, discrimination, national identity and language abilities.

- 3.6 We will test the new questions in Glasgow in the Census Test in April 2006. This will include a follow up survey to ascertain community response to the new questions. We want, wherever possible, to use community members to ask members of visible ethnic communities what their feelings are about being asked ethnic questions.
- 3.7 We have an **over-riding commitment** therefore to developing an ethnic classification scheme which is acceptable to all the different ethnic communities across Scotland, and which measures relevant inequalities, so that service providers can better plan for the needs of all communities.
- 3.8 We are also adapting our methods to ensure as far as possible that we employ members of all communities in proportion to the amount of work we do with them. So we have contacted community leaders in Glasgow to explain the purpose of the Census and we are doing further work with asylum seekers and Gypsy Travellers, along with the disabled and those in poor housing conditions. We are therefore seeking to involve communities at all levels.
- 3.9 Another of our responsibilities which is particularly relevant to our duties in terms of the Race Relations Act is to develop the use of alternative data sources in the production of demographic and social statistics in order to support, supplement and replace census taking where possible. As part of this work, we have successfully contributed to a project, the results of which were published in August this year, involving innovative use of Census data in Scotland, to illuminate variations in health outcomes by ethnic background. The project (see <http://www.chs.med.ed.ac.uk/phs/research/Retrocoding%20final%20report.pdf>) shows that more health problems, including higher than average death rates from heart disease, are found amongst men and women born in the Indian sub continent. Reasons for this are believed to include generally poorer socio-economic status, environmental factors, barriers to accessing health services, genetic factors and the effects of racism. We will continue to encourage the confidential use of our data for research of that kind.

Registration

- 3.10 While GROS oversees the system of civil registration of events (births, marriages, civil partner registrations and deaths), Registrars employed by local authorities carry out the registration function. Consequently, Registrars operate in line with their own local authority's race equality scheme. It is essential that all events in Scotland are registered, covering all ethnic groups. GROS works in partnership with the local registration service and has assisted in a number of ways to ensure that information about the registration service is available to everyone. A leaflet on marriage in Scotland is currently available in a number of languages and we propose to produce a similar leaflet in relation to civil partnership

registration in Scotland. A multi-lingual memorandum and wall-poster for the guidance of religious marriage celebrants is also currently available. Local authorities also provide translation facilities when required, such as for a civil marriage or for a civil partnership registration.

- 3.11 Birth, death, marriage and, from December 2005, civil partnership registers, are public documents accessible to all under statute. Customer surveys are currently underway (or are in preparation) in our Edinburgh office, to determine how we might improve our front-line services for people who wish copies of birth, marriage, civil partnership or death certificates or who wish to trace their family tree.

NHSCR

- 3.12 We maintain the National Health Service Central Register (NHSCR) for the benefit of the health service in Scotland. The information held on the Register is very limited (name; date of birth; sex; a history of moves between health authorities; and health survey participation). The information is used mainly to facilitate the correct transfer of patients' records between health authorities, for medical research, and to provide information on migration.

4. Assessment of impact or likely impact on race equality

- 4.1 Our job in relation to population statistics is to set out the facts and describe the trends. It is for others (the Scottish Executive, other Government Departments, local authorities, and a host of other organisations and individuals) to take decisions in response to the trends and projections. We have taken advantage of opportunities to share our publicly-available registration data with other Government Departments e.g. the Student Awards Agency in Scotland and the UK Passport Service.

- 4.2 One of our **major roles** as a department in terms of race equality however, is in helping to developing an ethnic classification scheme which is not only acceptable to all the different ethnic communities across Scotland, but which measures relevant inequalities, **so that those who create policies and provide services can better plan for the needs of all communities in the country.**

- 4.3 The main policies of GROS over the next three years will relate to:

- preparing for the next Census in 2011
- creating a Scottish Family History Service
- focussing on improving our processes and procedures

- playing our part in improving the delivery of joined-up services for the public
 - exploiting new technology to provide a world class service for our customers
- 4.4 At Section 2.5 we set out our strategic and corporate objectives. In undertaking this review of our Race Equality Scheme, we are going a step further than identifying and grading “functions” that are potentially relevant to the discharging of our general duty as we did in 2002.
- 4.5 We will now start to set out whether any assessment for impact or likely impact on race equality has been undertaken, together with the outcome of the assessment (if one has been done). This work will be ongoing over the next three years. The current position is recorded in a table at Annex B. Our assessments will also be included in the Scottish Executive’s Race Equality Database ([insert link](#)) which will be updated as we progress.

Summary of our Functions that have an impact on race equality

Producing Census and other statistics (High significance to Race Equality)

Our statistical output provides information that helps those who form policies and distribute resources. Central and local government, health authorities, businesses and community groups all benefit from the availability of this information.

The decennial Census is the biggest data gathering and processing operation that takes place in Scotland. For the 2001 Census, 7,000 enumerators delivered over 2.3 million Census forms to all households in Scotland.

Registering events (Medium significance to Race Equality)

We administer the registration of births, deaths and marriages, plus stillbirths, divorces, gender recognition and adoptions (and civil partnerships from December 2005). Registration is carried out in the 173 registration districts operating from 309 sites in Scotland and the Registrars are appointed by local authorities. We also administer the statutes relating to the formalities of marriage and civil partnership registration and the conduct of civil marriage and civil partnership registration.

In 2004 we processed information covering 53,957 births, 56,187 deaths, 32,154 marriages, 317 stillbirths and 11,227 divorces.

Making the public records we hold available (Medium significance to Race Equality)

We make available public records about individuals to customers – ranging from other Government Departments to professional and other genealogists.

In 2004/05 15,990 paid searches for family history information were undertaken in New Register House. In the same period, 71,682 extracts of birth, marriage or death certificates were sold to customers either in person, by post or over the Internet and 73,317 printed digital images were copied for customers.

From November 2006 we will have a new Scottish Family History Service in a combined centre (with our partners, the National Archives of Scotland (NAS) and the Court of the Lord Lyon (CLL)).

Maintaining a Register of NHS patients (Low significance to Race Equality)

The National Health Service Central Register (NHSCR) holds a basic record for every patient registered with a general medical practitioner in Scotland.

Purchasing goods and services (Low significance to Race Equality)

In 2005-06 our operating expenditure will be around £4.5 million (excluding wage costs), and a significant part of this relates to the purchase of goods and services. Our expenditure ranges from major contracts, for example on building work and consultancy required for the creation of the Scottish Family History Service, to small contracts awarded to small local businesses.

Arranging learning opportunities for staff (Medium significance to Race Equality)

We have a small in-house team who help support the achievement of our business objectives by ensuring that all our staff are given the induction and the training and development opportunities they need to carry out their duties and meet their goals.

Annex B

Function/ Policy/Strategy etc	Manage and review annually Scotland's registration service, improving standards and availability to meet the expectations of the public and the local authorities who run the local registration service on behalf of our Department.
Priority in next three years	Yes
Relevant to General Duty?	Yes
How does it relate to each part of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	2
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	No
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	To help members of the public access the open public records held by the Registrar General for Scotland through the search rooms at New Register House, online at www.scotlandspeople.gov.uk and by supplying extract copies on request
Priority in next three years	Yes
Relevant to General Duty?	Yes
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	2
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	To manage the passage of the Local Electoral Administration and Registration Services (Scotland) Bill, through the Scottish Parliament, to final implementation.
Priority in next three years	Yes
Relevant to General Duty? If no, no need to complete remaining columns but see * below.	No
How does it relate to each part of the duty as identified below? 1 = the elimination of unlawful racial discrimination	

2 = the promotion of equality of opportunity 3 = the promotion of good race relations	
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Working with the National Archives of Scotland (NAS) and the Court of the Lord Lyon (CLL), make available all the relevant records held by the three organisations, in a new centre at the General Register House/New Register House site and over the Internet, and encourage local authorities to establish local family history centres.
Priority in next three years	Yes
Relevant to General Duty?	Yes
How does it relate to each part of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	2
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	No
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Continue strategic planning for a Census in 2011
Priority in next three years	Yes
Relevant to General Duty?	Yes
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	1, 2, 3
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	No
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Carry out in April 2006 a Census Test which reflects the results of user consultation and enables the appraisal of options for aspects such as delivery and collection methods, form layout, question design and data processing
Priority in next three years	Yes

Relevant to General Duty?	Yes
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	1,2,3
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	<p>Yes - Two GROS staff members are on the steering committee of the Racial Equality Scheme Implementation Group (RESIG). This group, having investigated how ethnicity monitoring data is being used, has now developed, through a year-long multiphase research and consultation process, a new set of ethnicity questions designed for the 2011 Census. The findings of RESIG can be seen here: www.scotland.gov.uk/Publications/2005/06/22110457/04594.</p> <p>The driving force of this work is to remove the anomaly that for some people a geographical classification is used and for others a colour (e.g. Asian compared to Black). (In the same work, other areas other areas of ethnic identity are being researched such as religion, discrimination, national identity and language abilities.</p> <p>GROS will test the new questions in the Glasgow Census Test in April 2006. This will include a follow up survey to ascertain community response to the new questions. We want, wherever possible, to use community members, rather than predominantly white officials, to ask members of visible ethnic communities what their feelings are about being asked ethnic questions.</p> <p>GROS has an over-riding commitment therefore to developing an ethnic classification scheme which is acceptable to all the different ethnic communities across Scotland and which measures relevant inequalities, so that service providers can better plan for the needs of all communities.</p> <p>We are also adapting our methods to ensure as far as possible that we employ members of all communities in proportion to the amount of work we do with them. So we have contacted community leaders in Glasgow to explain the purpose of the Census and we are doing further work with asylum seekers and Gypsy Travellers, along with the disabled and those in poor housing conditions. We are therefore seeking to involve communities at all levels.</p>
**Outcome of assessment	Will be done after Test
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Complete preparations for a Census Rehearsal in April 2008, in the light of findings from the 2006 Test and further consultation, that enables the evaluation of
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	well-developed form and question design, collection procedures and data processing methods.
Priority in next three years	Yes
Relevant to General Duty?	Yes
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	1, 2, 3
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	No – but see entry directly above
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	In conjunction with the Scottish Executive and others, develop a programme of work towards an integrated population statistics system, harmonising household surveys and integrating administrative and other sources of household and population statistics
Priority in next three years	Yes
Relevant to General Duty?	Yes
How does it relate to each part of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	1, 2, 3 It is important that alternative systems of population statistics represent all ethnic groups accurately
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	The evaluation of quality and coverage of alternative sources will include an assessment of how well ethnic groups are represented whenever suitable information is available. In addition, GROS successfully contributed to a project involving the innovative use of census data in Scotland to illuminate variations in health outcomes by ethnic origin. The incidence of heart attack among Scots of Indian and Pakistani origin is 60 to 70% higher when compared with non-South Asians. Researchers say that the health of ethnic minorities in Scotland can now be better assessed as census information can be linked to records of illness and death, which will help improve services for all.
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Collect and maintain the records (e.g. vital events and the National Health Service Central Register) that are the foundation for the information we provide, in a way consistent with best practice in the collection, storage
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	and archiving of information
Priority in next three years	Yes
Relevant to General Duty?	Yes
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	2
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	No
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Publish the Registrar General's Annual Report and other demographic data and analyses about Scotland to meet customer needs and National Statistics Code of Practice standards and inform and foster debate on demographic issues in SE and wider
Priority in next three years	Yes
Relevant to General Duty?	Yes
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	2
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Provide the demographic context and information for the sound government of Scotland.
Priority in next three years	Yes
Relevant to General Duty?	Yes
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	1, 2, 3
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	No
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Assist in the consideration of, and preparation for, a population register in co-operation with the Home Office (National Identity Register), ONS (Citizen Information Project) and SE (Citizen's Account). Co-operate with the Home Office and others to prevent fraud by sharing GROS data in a legal manner.
Priority in next three years	Yes
Relevant to General Duty?	No
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Procurement (purchase all goods and services for the Department) Other finance activities, accommodation services and general administration services
Priority in next three years	No
Relevant to General Duty?.	Yes (Procurement only)
How does it relate to each part of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	2
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	Yes. We follow government procurement guidelines which ensure that all purchases are undertaken on a fair and value for money basis (therefore there must be no discrimination on racial or other grounds). Assessment has been made by those in UK Government and the Scottish Executive responsible for procurement rules.
**Outcome of assessment	The Campaign for Race Equality has produced Public Procurement and Race Equality Guidelines for public authorities. These are embedded in the procurement procedures that we follow (www.cre.gov.uk/proc_public.pdf).
Summary of Any Other Work Planned or Underway?	None specifically by us.
Any further comments?	None

Function/ Policy/Strategy etc	Training – arrange learning opportunities for all staff in this Department and for staff in the National Archives of Scotland
Priority in next three years	No
Relevant to General Duty?	Yes
How does it relate to <u>each part</u> of the duty as	2

identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	Yes – by the GROS Development Centre
**Outcome of assessment	Where relevant, we will ensure all our training material contains appropriate references to equal opportunities. We also use the learning services available to staff working in the Scottish Executive. We will ensure that staff are fully aware of their responsibilities relating to Race Equality
Summary of Any Other Work Planned or Underway?	
Any further comments?	

Function/ Policy/Strategy etc	Staff Induction – arrange appropriate induction for all new staff to this Department and for staff new to the National Archives of Scotland.
Priority in next three years	No
Relevant to General Duty?	Yes
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	2, 3
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	Yes – by the GROS Development Centre.
**Outcome of assessment	All induction material contains appropriate reference to equal opportunities and we will ensure that all new staff are fully aware of their responsibilities relating to Race Equality.
Summary of Any Other Work Planned or Underway?	None
Any further comments?	None

Function/ Policy/Strategy etc	IT Services – Directly provide or arrange IT services for the Department
Priority in next three years	No
Relevant to General Duty? If no, no need to complete remaining columns but see * below.	No
How does it relate to <u>each part</u> of the duty as identified below? 1 = the elimination of unlawful racial discrimination 2 = the promotion of equality of opportunity 3 = the promotion of good race relations	
Has any assessment for impact or likely impact on race equality been undertaken and if so by whom (Div/Branch) and when? If not, when will this be done and by whom?	
**Outcome of assessment	
Summary of Any Other Work Planned or Underway?	
Any further comments?	

