



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## JCC Circular 57 of 2016

Ref: CS/BD/DJK/LS

15 November 2016

Dear Colleague

### **Equality and Diversity Monitoring Questionnaire - Information**

We have been advised by the Police Scotland Equality and Diversity Manager that from the 22nd November all officers and staff will be asked to re-complete the Equality and Diversity (E&D) monitoring questionnaire on SCoPE.

In conjunction with this, the E&D Employment Monitoring SOP will be published as well as a guidance document entitled Recording of Disability and Related Reasonable Adjustments. Full details will be available via the Police Scotland intranet and a FAQs link will be provided.

SPF supports this and encourages you to complete the questionnaire so that an up to date and accurate picture of our workforce profile is obtained in order to shape the future of the organisation.

The Scottish Police Authority and Police Scotland are required to gather and analyse equality and diversity data relating to officers and staff in order to fulfill their duties under the Equality Act 2010 and the Public Sector Equality Duty.

It is important for colleagues to understand that information gathered is used only for statistical reporting purposes and to help better shape the organisation as it moves forward. An individual's equality information will be treated as highly confidential and no information with the capacity to identify an individual will be disclosed. The only exception is in relation to disability, where a disclosure can be shared with Line Managers to ensure that individuals receive appropriate support. This will be clear to those completing the form. If you would like to discuss this subject further with a member of the People and Development Equality and Diversity team please contact them directly at the following email address: [hr.equalityanddiversity@scotland.pnn.police.uk](mailto:hr.equalityanddiversity@scotland.pnn.police.uk)

To give you an idea of how the monitoring data collected is used, you can find the Equality & Diversity Report 2013 and progress reports on the website: <http://www.scotland.police.uk/about-us/equality-and-diversity>

Yours sincerely

**Calum Steele**  
General Secretary