

Implementing and Monitoring Equality and Diversity in the Public Service

This document provides an overview of the method the State Services Commission (SSC) will use to promote, develop and monitor the new Equality and Diversity Policy across the Public Service, in line with the Commissioner's responsibilities under section 6 of the State Sector Act 1988. It also sets out the responses expected from Public Service chief executives, in line with their responsibilities under sections 56 and 58 of that Act.

Setting expectations

- The State Services Commissioner sends a letter to Public Service chief executives about the Equality and Diversity Policy, and what is expected of them, at the time the policy is launched.
- Each year, SSC's Deputy Commissioners discuss with chief executives the implications of the Equality and Diversity Policy for their organisational strategies, service delivery, and the achievement of the State Services Development Goals.

Providing guidance – organisational planning and reporting

- SSC provides guidance to organisations in the Public Service on integrating equality and diversity into their organisational planning and reporting.
 - Organisations carry out strategic planning, in discussion with SSC's Deputy Commissioners and State Services Performance Specialists, using the guidance provided on equality and diversity.
 - Organisations summarise their proposed equality and diversity actions in their Statements of Intent as appropriate. They also publicise their equality and diversity policies and programmes to their staff, as part of promoting their good employer policies.
 - Organisations provide Human Resource Capability Survey data to SSC, and report on equality and diversity in their annual reports.

Monitoring and accountability

- SSC reviews organisational information including Statements of Intent, Annual Reports, Human Resource Capability Survey data and referee reports, and provides feedback to chief executives on performance.
- SSC has a continuing expectation of chief executives in the equality and diversity area, but this will not necessarily be specified in each year's performance letter. If there are performance issues relating to equality and diversity that require attention, then SSC's next annual chief executive performance letter will include a specific equality and diversity expectation for the following year.
- SSC publishes an annual report on progress in equality and diversity across the Public Service, drawing on information collected from various sources including Statements of Intent, Annual Reports and Human Resource Capability Survey data.