

## Draft Specific Duty Reporting Timeline 2023

Name	What documents?	Date	Papers due	Is it on agenda?
<b>Public Health Committee</b>	<ul style="list-style-type: none"> <li>• Draft Mainstreaming Report</li> <li>• Draft Equality Outcomes</li> </ul> <p>Documents in draft due to timescales</p>	6th February 2023	20th January 2023	Yes
<b>Transformation and Innovation Futures Committee</b>	<ul style="list-style-type: none"> <li>• Draft Mainstreaming Report</li> <li>• Draft Equality Outcomes</li> </ul> <p>Documents in draft due to timescales</p>	9th February 2023	26th January	Yes
<b>Health and Social Care Leadership Team</b>	<ul style="list-style-type: none"> <li>• Draft Mainstreaming Report</li> <li>• Draft Equality Outcome Update</li> <li>• Draft Gender pay gap figures</li> </ul> <p>Documents in draft due to timescales</p>	16th February 2023	7th February	Yes
<b>Board Management Team</b>	<ul style="list-style-type: none"> <li>• Draft Mainstreaming Report</li> <li>• Draft Equality Outcome Update</li> <li>• Draft Gender pay gap figures</li> </ul>	Suggest February 2023		No
<b>Staff Governance</b>	<ul style="list-style-type: none"> <li>• Gender pay gap figures</li> </ul>	27th March 2023	Approx 3rd March	Yes
<b>IJB Approving</b>	<ul style="list-style-type: none"> <li>• Mainstreaming Report</li> <li>• Equality Outcome Update</li> </ul>	Thurs 23rd March 2023 TBC	Thurs 9th March TBC	TBC
<b>NHS Board Approving</b>	<ul style="list-style-type: none"> <li>• Mainstreaming Report</li> <li>• Equality Outcome Update</li> <li>• Gender pay gap figures</li> </ul>	17th April 2023	TBC	TBC

<b>Specific Duty</b>	<b>Output</b>	<b>Original Timescale</b>	<b>Next Report Due – 8th Nov 2022</b>
Duty to report progress on mainstreaming the equality duty	Publish report on progress on mainstreaming equality into business	Initial report to be published by 30 April 2013.	<b>30 April 2023</b>
Duty to publish equality outcomes and report progress	(1) Publish a set of equality outcomes	30 April 2013 (every 4 years thereafter)	<b>30 April 2025</b>
	(2) Engage with persons who share a protected characteristic in the setting of outcomes and consider relevant evidence	May 2012 – Jan 2013	<b>Ongoing</b>
	(3) If not all protected characteristics are covered by the outcomes, must publish reasons for this	30 April 2013	<b>30 April 2025</b>
	(4) Report on progress to achieve agreed equality outcomes	30 April 2015 (every 2 years thereafter)	<b>30 April 2023</b>
Duty to assess and review policies and practices	Complete and publish results of EQIA	Ongoing	<b>Ongoing</b>
Duty to gather and use employee information	(1) Gather equality data for staff in respect of each of the protected characteristics in relation to recruitment, development and retention	Ongoing	<b>Ongoing</b>
	(2) Show how this data is being used to meet the equality duty	<b>Annually</b>	<b>30 April 2023</b>
	(3) Publish a report on the breakdown of staff using the data gathered, showing progress in collating this information and how it is being used to better perform the equality duty	30 April 2013	<b>30 April 2023</b>

Duty to publish gender pay gap information	Publish information on the percentage difference between men's average hourly pay and women's average hourly pay	30 April 2013 (every 2 years thereafter)	<b>30 April 2023</b>
Duty to publish statements on equal pay, etc.	<p>Publish an equal pay statement containing NHS D&amp;G's policy on equal pay and occupational segregation between:</p> <p>(i) men and women;</p> <p>(ii) persons who are disabled and persons who are not; and</p> <p>(iii) persons who fall into a minority racial group and persons who do not;</p>	<p>30 April 2013 (every 4 years thereafter)</p> <p>The 2013 statement need only cover men and women. Subsequent statements (2017 onwards) will then include disability and BME information (ii) &amp; (iii)</p>	<b>30 April 2025</b>
Duty to consider award criteria and conditions in relation to public procurement	When undergoing quotation and tendering processes for contracts, NHS D&G should be considering conditions (which are related to and proportionate to the subject matter) which enables NHS D&G to better perform the equality duty.	Ongoing and where appropriate	<b>Ongoing</b>
Duty to publish in a manner that is accessible	Information on equality outcomes, gender pay gap, equal pay and workforce breakdown requires to be published in an accessible format	30 April 2013	<b>Ongoing</b>
Duty to consider other matters	Any additional activity to better perform the equality duty as specified by Scottish Ministers	Details will be provided after 31 December 2013	
Duty of the Scottish Ministers to publish proposals to enable better performance	Scottish Ministers will publish proposals to support public bodies in meeting their requirements of the equality duty	31 December 2013 (every 4 years thereafter)	

	Scottish Ministers will publish a report on the progress	31 December 2013 (every 4 years thereafter)	
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