

Race Equality Scheme



May 2002



HM TREASURY

© Crown copyright 2002

Published with the permission of HM Treasury on behalf of the Controller of Her Majesty's Stationery Office.

The text in this document (excluding the Royal Coat of Arms and departmental logos) may be reproduced free of charge in any format or medium providing that it is reproduced accurately and not used in a misleading context. The material must be acknowledged as Crown copyright and the title of the document specified.

Any enquiries relating to the copyright in this document should be sent to:

HMSO
Licensing Division
St Clements House
2-16 Colegate
Norwich
NR3 1BQ

Fax: 01603 723000

e-mail: hmsolicensing@cabinet-office.x.gsi.gov.uk

HM Treasury contacts

To obtain further copies or for general enquiries, contact HM Treasury Public Enquiry Unit:

Tel: 020 7270 4558

Fax: 020 7270 4574

E-mail: public.enquiries@hm-treasury.gov.uk

Letters:

Public Enquiry Unit
HM Treasury
1 Horse Guards Road
London
SW1A 2HQ

You can also find HM Treasury on the internet:

www.hm-treasury.gov.uk



HM TREASURY

Race Equality Scheme

May 2002

C

Contents

i. Publication.....	7
ii. Statement of Commitment.....	9

CHAPTERS

1. Introduction	11
The General Duty.....	11
Specific Duties	11
2. The Treasury and its business.....	13
Objectives.....	13
Delivery.....	14
Scope of the scheme	15
Implementation	15
3. Arrangements for meeting the duties.....	17
Assessment of current functions and policies.....	17
4. Arrangements for assessing, and consulting on, the likely impact of proposed policies	19
Assessment.....	19
Consultation	19
5. Arrangements for monitoring policies for adverse impact.....	21
6. Arrangements for publishing assessment, consultation and monitoring reports	23
Annual Statement	24
7. Arrangements for making sure that the public has access to information and services	25
8. Arrangements for training staff	27
9. Specific Employment Duties.....	29
Background	29
Other equality strands	31
Review	31
Complaints.....	31
10. Identifying those responsible for action	35

ANNEXES

A. Section 71 Race Relations Act 1976, as amended.....	37
B. Statutory Instrument 2001 No. 3458.....	43
C. The assessment of functions and policies.....	47
D. Framework of supporting actions and responsibilities	53



Publication

The Treasury will make its Race Equality Scheme available to all staff and members of the public via the Treasury's website

at <http://www.hm-treasury.gov.uk>

- This will encourage Internet users, including young people, to access and consider our Race Equality proposals.
- The Scheme will be published and promoted to staff via our corporate intranet site, NetOASIS.
- Hard copy versions are available on request, as are alternative formats, including large print, and Braille.



Statement of Commitment

The Treasury is absolutely committed to ensuring that the promotion of equality of opportunity for all is central to all that we do. That commitment to equality is enhanced by the new legal duties arising from the Race Relations (Amendment) Act 2000. We will ensure that through working together we will meet our general duty under that Act to have due regard to the need:

- to eliminate unlawful racial discrimination
- to promote equality of opportunity
- and good relations between people of different racial groups.

Our Race Equality Scheme under that Act sets out the Treasury's plans for meeting its general and specific duty obligations under section 71(1) of the Race Relations Act 1976 (as amended by the 2000 Act above). This Scheme will help us to consider the effects of all our activities and operations in terms of race equality, and to make the necessary changes to deliver on our commitments effectively in our multi-racial and multi-cultural society. The arrangements described in the Treasury's Race Equality Scheme are not ends in themselves, but are a set of standards necessary to meet the new general duty for which we will be accountable. Alongside other public bodies under these new duties, the Treasury will aim to take a lead in promoting race equality and preventing unlawful discrimination.

Introduction

- I.1 The Race Relations Act 1976 (the 1976 Act) provides the legislative foundation for anti-racist policies in Britain. Section 71 of the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000), a copy of which is at Annex A, requires certain listed public authorities, of which the Treasury is one, to comply with a new General Duty to promote racial equality. The amended Act now also enables the Home Secretary to impose further additional Specific Duties on named authorities to drive up the standard of the performance of that General Duty.

The General Duty

- I.2 The general duty set out in Section 71 requires the Treasury (the department or its Ministers), in carrying out our functions, have due regard to the need
 - a) to eliminate unlawful racial discrimination
 - b) to promote equality of opportunity and good relations between persons of different racial groups.
- I.3 The aim of the General Duty is to make race equality an integral part of the way the Treasury operates in future, by ensuring that it is at the centre of policy-making, enabling, regulating and employment practice. The term “functions” means the full range of the Treasury’s activities duties and powers and it includes both existing and proposed policies. “To have due regard” means that the weight given to race equality should be proportionate to its relevance”.

Specific Duties

- I.4 The Treasury is also subject to the following specific duties, contained in Statutory Instrument 2001 No. 3458 of the Race Relations Act (Statutory Duties) Order 2001 (a copy of which also follows at Annex B). These require us to prepare and publish a race equality scheme, that is a Scheme that sets out how we intend to fulfil our duties under Section 71 of the Race Relations Act and S. I. No. 3458. The Treasury’s Race Equality Scheme must set out in particular:
 - those of our functions and policies, or proposed policies which we have assessed as relevant to the duty under section 71and our arrangements for:
 - consulting on and assessing the likely impact of proposed new policies on the promotion of race equality;

Introduction

- monitoring our policies for any unjustifiable differential impact;
- publishing the results of any such assessments and consultations, and monitoring mentioned above;
- ensuring public access to information and services that we provide; and
- training staff on issues connected with the general and specific duties

1.5 As well as looking at the outward focus of the Treasury's activities as described above, specific duties are also imposed in relation to the Treasury's internal employment practices, which require us to monitor by ethnicity the number of staff:

- In post, and applicants for jobs, training and promotion
- Receiving training;
- Benefiting from or suffer detriment as a result of performance assessment procedures
- Involved in formal grievance procedures
- Who are the subject of disciplinary procedures;
- Who cease employment with us

And publish the arrangements for monitoring, and annually, the results of this monitoring.

2

The Treasury and its business

- 2.1** The Treasury is the department responsible for formulating and putting into effect the UK Government's financial and economic policy.
- 2.2** The Government's central objective is to raise the rate of sustainable growth and achieve rising prosperity, through creating economic and employment opportunities for all. The Treasury is therefore working to:
- Achieve greater economic stability. This is the essential foundation for achieving long-term growth and high levels of employment. The Government has accordingly put in place a framework for conducting monetary and fiscal policy to deliver low inflation and sound public finances which together provide the best possible climate for investment and employment;
 - Improve the performance of the economy in the public and private sectors. The Treasury has set out a clear strategy to close the productivity gap between Britain and its main competitors, focussing on competition, enterprise and innovation skills, investment and public sector efficiency;
 - Improve the effectiveness and efficiency of public spending and the quality of service it buys. Public spending accounts for almost 40 per cent of national income, so it is important to obtain value for money.

Objectives

- 2.3** The business of the Treasury is described by its nine objectives, which are set out below:
- Objective 1** Maintaining a stable macroeconomic framework with low inflation
 - Objective 2** Maintaining sound public finances in accordance with the Code for Fiscal Stability
 - Objective 3** Improving the quality and the cost effectiveness of public services
 - Objective 4** Increasing the productivity of the economy
 - Objective 5** Expanding economic and employment opportunities for all
 - Objective 6** Promoting a fair and efficient tax and benefit system with incentives to work, save and invest
 - Objective 7** Achieving a high standard of regularity, propriety and accountability in public finance

2 The Treasury and its business

Objective 8 Securing an innovative, fair dealing, competitive and efficient market in financial services, while striking the right balance with regulation in the public interest

Objective 9 Promoting UK economic prospects by pursuing increased productivity and efficiency in the EU, international financial stability and increased global prosperity, including especially protecting the most vulnerable.

2.4 The Treasury's programme for delivering its nine key objectives, "Change in the Treasury" has eight management themes:

Theme 1 Securing the necessary resources and using them efficiently

Theme 2 Managing people and business effectively

Theme 3 Developing our skills to meet our changing needs

Theme 4 Achieving a dramatic improvement in the diversity of the people who work here

Theme 5 Building a Treasury where everyone is treated with decency and respect

Theme 6 Using information effectively

Theme 7 Preparing the new office for the Treasury and preparing the Treasury for its new office

Theme 8 Better two-way communication with staff and the outside world

Delivery

2.5 The Treasury is organised in seven directorates, listed in Annex C. The directorates' purpose is to work together to deliver the nine objectives set out in the Treasury's business plan, as summarised above. All the directorates listed are committed by requirements under this Scheme, and arrangements will be put in place to ensure that the relevance of new work to the scheme is considered at the earliest possible opportunity.

2.6 As the directorates are the vehicles for delivering of the objectives set out above, the directorates are also the units through which the Treasury's obligations to meet the general and specific duties are focussed.

2.7 The Treasury will allocate resources as necessary to ensure effective implementation of our obligations under the Act.

Scope of the Scheme

- 2.8** The Treasury's Race Equality Scheme applies to each of its seven Directorates, irrespective of whether they are involved in policy development, service delivery, or have a support role. Each directorate has a business plan, which will be reviewed to make it compatible with the duties and the various elements that make up the overall Treasury Scheme.

Implementation

- 2.9** The new discrimination provisions and the general duty for public authorities, including the Treasury, under the 2000 Act came into effect on 2nd April 2001. The Specific Duties for the better performance of the general duty came into effect on 3rd December 2001. This current Race Equality Scheme takes effect as of 31st May 2002. In future, to maximise the effectiveness of this current Equality Scheme, it will be tied to the financial year, so as to make full use of our corporate business planning and review cycles, and will be reviewed again in April 2003.

Key Contacts

- 2.10** To ensure the successful implementation of this scheme, and for race equality to be effectively integrated into the business of the Treasury that there must be clear accountability. A designated member of the Treasury Management Board, Hilary Douglas, will be responsible for ensuring that we meet our Race Equality obligations and will report annually to the Treasury Management Board on the impact of the Scheme. The Strategy Unit in the Corporate Services Directorate will advise on day-to-day matters relating to the general and specific duties underpinning this Scheme. The Diversity Steering Group, a cross-cutting team of stakeholders across the department, will oversee the implementation of the Race Equality Scheme and monitor the action plan throughout the department. The Treasury's central Diversity Strategy and Action Plan should be seen as complementary to our obligations under the General and Specific Duties.

3

Arrangements for meeting the duties

Assessment of Current Functions and policies

- 3.1** At **Annex C** is a schedule of the functions and policies of the Treasury that we have assessed to be relevant to our performance of the general duty to promote race equality. The general principles for assessing our functions and policies were:
- **Relevance:** Race equality is more relevant to some of our public functions than others, we have therefore identified those functions that involve or affect the public.
 - **Proportionality:** Under section 71(1) of the Act, public authorities are expected to have ‘due regard’ to the three parts of the duty to promote race equality (i.e. promote race equality and eliminate unlawful discrimination and promote good relations between different racial groups). This means that the weight given to race equality should be proportionate to its relevance to a particular function. This is reflected in the schedule by giving greater priority to those functions that could have most effect on the public, and that could affect racial groups in different ways.
- 3.2** To ensure that we meet the general duty, for each function or policy, we have considered:
- Whether or how, each of the three parts of the general duty applies (these parts being: eliminating race discrimination, promoting equality of opportunity and promoting good race relations);
 - Whether there is any reason to believe that people are, or could be, differently affected because of their racial group
 - Whether there is any public concern that functions/policies are being operated in a discriminatory manner
- 3.3** New pieces of work arise throughout the year, and it is the responsibility of all staff and those with lead responsibility to ensure that the relevance of such new work to the Treasury Race Equality Scheme is considered at the outset of the work. The Treasury will build in a cross-reference to the guidance and training that is available to support the setting up of new teams.
- 3.4** We have listed our functions and policies in order of priority to help us organise our action plan. The list of functions will be reviewed on an annual basis as part of the established annual business planning process, from 2003. Where the relevance of a new function is not clear, it will be included within the list until a subsequent review decides otherwise.

4

Arrangements for assessing, and consulting on, the likely impact of proposed policies

Assessment

- 4.1** Assessing the possible impact of a proposed policy helps us to identify whether that policy might have a different impact on some racial groups, and whether it will contribute to good race relations. The arrangements proposed below build upon the existing “Policy Appraisal for Equal Treatment” guidelines (PAET) that were issued to all Departments in November 1998. They were produced jointly by the Cabinet Office, Home Office and the (then) DfEE to help policy-makers consider the impact of their policies on women, people from minority ethnic groups and disabled people.
- 4.2** Wherever practicable, when developing new policy, members of the Treasury will be required to assess and consult on the potential impact of that new policy on different communities and to carry out an assessment using either
- relevant historical data;
 - research findings;
 - population data, including census findings, existing surveys or
 - similar established mechanisms, or in their absence,
 - specially commissioned research.

Consultation

- 4.3** The Treasury already consults people in various ways. We will build upon our existing consultative mechanisms, and continue to work in partnership with others, including the use any of the following tools where appropriate:
- Consultation meetings
 - Focus groups
 - Reference groups or panels
 - Survey questionnaires
- 4.4** Whichever consultation methods we use, we will aim to ensure that:
- We use communities’ views to help shape our decision-making processes;

4 Arrangements for assessing, and consulting on, the likely impact of proposed policies

- Consultations effectively elicit the views of those who are likely to be effected by the policy and in particular effectively engage with those from minority ethnic communities - both at the community and professional levels;
- The consultation method is suitable for both the topic and the groups involved;
- Consultation is in proportion to the effect that the policy is likely to have.

4.5 Reference to the guidance for public authorities produced by the Commission for Racial Equality which contains advice on consultation exercises, and that of the Cabinet Office, will be promoted.

4.6 If as a result of the arrangements for consultation, it is shown that the exercise of a function or power or introduction of a proposed policy is likely to have an adverse impact on those from minority ethnic communities or harm race equality; then we will reconsider in the light of our obligations to meet the general duty to promote race equality.

4.7 Specifically, those responsible for the policy will consider:

- Any alternatives that could meet the objectives without any adverse impact;
- Where the adverse impact is unavoidable, whether it can be justified in relation to the aims and importance of the policy;
- Any measures that would help to reduce the predicted adverse impact; and
- Whether a second round of consultation should be undertaken - this is likely to depend on how much of an effect the policy will have on people's daily lives and how much difference there is between the new and the original proposals.

Again, with reference to the PAET guidelines mentioned above, plans for, and the results and policy implications of the above exercises will be included in highlighted sections within submissions to Ministers.

5

Arrangements for monitoring policies for adverse impact

- 5.1** Understanding the impact of policies and functions is vital to achieving the aims of the general duty, and will depend largely on having up-to-date and relevant monitoring data.
- 5.2** Monitoring will allow the Treasury to test:
- How racial groups are affected by, our policies and
 - Whether our policies deliver their benefits equitably to all communities or
 - Whether any particular communities experience any particular disadvantage
- 5.3** Mindful of the existing “Policy Appraisal for Equal Treatment” guidelines (PAET) mentioned in paragraph 4.1, we will continue to use a range of methods to monitor and analyse the effects of our policies on racial groups, that may include:
- Statistical analysis of ethnic monitoring data
 - Perception surveys (analysed by racial groups to which the people surveyed belong)
 - Random or targeted surveys and
 - Meetings, focus groups or peoples’ panels
- 5.4** People with policy responsibilities in the Treasury will regularly consider whether their existing monitoring arrangements are suitable and proportionate (to the nature of the policy and its possible effect on the public, and racial groups in particular) and if not take appropriate steps to address the situation.
- 5.5** If this monitoring reveals that a policy or the exercise of a particular function or power has an adverse impact on those from a minority ethnic community, then, as above, those responsible for that policy or service will need to consider how best to react to that differential, or potentially differential impact. It is the responsibility of those with responsibility for such policy areas to decide when such monitoring issues should be brought to the attention of Ministers.
- 5.6** Those with responsibility for contributing at Directorate level to quarterly monitoring of progress against the Treasury’s business objectives are also responsible for ensuring that such monitoring exercises effectively and proportionately bring out the race equality dimension to the delivery of their objectives and to ensure that they meet the Treasury’s obligations under the general and specific duties to promote race equality.

5 Arrangements for monitoring policies for adverse impact

- 5.7** Monitoring by ethnicity should, wherever practicable be accompanied by a gender and disability breakdown.

6

Arrangements for publishing assessment, consultation and monitoring reports

- 6.1** In accordance with the General and Specific Duties, the Treasury will seek wherever possible to develop and promote policies that have a positive impact on race equality. It is the Treasury's aim to be as transparent as is possible in the development and delivery of policies. Publication of the consultation, assessment and monitoring results, subject to any confidentiality rules, will allow us to demonstrate our commitment to promoting race equality.
- 6.2** We will make this material available on the Treasury's award-winning departmental website (2002 Government Internet Forum Awards; this site is also BOBBY-approved to enable visually impaired users with appropriate browsers to access the site effectively) at <http://www.hm-treasury.gov.uk> . We will make this material available in printed form and in alternative formats on request.
- 6.3** The Treasury will consider how far existing corporate and directorate publication arrangements may be adapted for publishing in summary form the results of our assessments, consultations, and monitoring exercises. Where suitable arrangements do not exist, we will consider whether new methods would be appropriate and proportionate.
- 6.4** Treasury recognises that also relevant here are its obligations under the Freedom of Information Act 2000. Systems will be reviewed to ensure that both sets of obligations work in a complementary manner. The general right of access to information held by public authorities will be introduced in January 2005.
- 6.5** In line with the draft Guide for Public Authorities published by the Commission for Racial Equality, any material the Treasury publishes on equality impact assessments will include:
- The aims of the policy
 - Details of the outcome of the assessments highlighting whether there is any adverse impact
 - Details of consideration given to mitigating any adverse impact the policy on the elimination of unlawful discrimination and the promotion of equality of opportunity and good race relations between people of different racial groups.
 - Details of any consideration given to any alternative policies that might better achieve the elimination of unlawful racial discrimination and the promotion of equality of opportunity and good race relations between people of different racial groups.

6 Arrangements for publishing assessment, consultation and monitoring reports

Annual Statement

- 6.6** The Treasury's annual Departmental Report will each year include a summary report on the steps that have been taken during the year to eliminate unlawful discrimination and promote equality of opportunity and good relations between people of different racial groups under the Scheme.

7

Arrangements for making sure that the public has access to information and services

- 7.1** The Treasury is committed to effective communication with members of the public. We will continue to ensure that the information we publish is clear and accessible to everyone and will aim to minimise any barriers to access to information by considering for instance:
- Making information available on request in accessible formats including Braille disk, large print, audio cassette or considering the need to publish in a range of community languages
 - Ensuring that people working at the Treasury have the necessary skills, information and understanding to deal fairly and equally with people they work with.
- 7.2** We will make information available on the Treasury's award-winning website (2002 Government Internet Forum Awards; this site is also BOBBY-approved to enable visually impaired users with appropriate browsers to access the site effectively) at <http://www.hm-treasury.gov.uk>

8

Arrangements for training staff

- 8.1** We will aim to ensure that the people responsible for meeting the general and specific duties are aware of these and have the necessary skills and knowledge to comply with them. The Treasury's values and code of conduct require that everyone working in the Treasury works in a non-discriminatory way, and we have already put in place a programme of awareness training for all staff.
- 8.2** We will provide access to our Race Equality Scheme for all staff on our Diversity intranet site.
- 8.3** Some examples of the training programmes in which a race equality dimension has been included are diversity awareness training for all staff; induction training for new entrants; performance management training; interviewing skills for those who undertake recruitment interviewing and assessor training for those participating as assessors at our assessment centres.
- 8.4** We will also consider an appropriate programme of awareness and training for staff, appropriate to their responsibilities, that will focus on the General and Specific duties laid down in the Race Relations Act and any specific duties, including the requirements of this Race Equality Scheme and the arrangements for equality impact assessment.

9

Specific employment duties

Background

- 9.1** The Treasury is an equal opportunities employer. Policies are in place to guard against discrimination on grounds of gender, marital status, race, colour, nationality, ethnic origin, disability, religion, sexual orientation, age or background and which aim to ensure that there are no unfair or unlawful discriminatory barriers to employment or advancement in the Treasury.
- 9.2** The Treasury is, therefore, committed to meeting its statutory employment duties, and going beyond them, to ensure that all have equality of opportunity in recruitment, career progression and staff development.
- 9.3** The Treasury is committed to a moving from an equal opportunities approach to an approach that also values diversity. We have developed a diversity strategy underpinned by a Diversity Action Plan which:
- Reflects the move towards a diversity agenda whilst reaffirming our commitment to equality of opportunities
 - Acknowledges that diversity is not just an employment/HR issue and recognises the importance of diversity to all that we do.

In addition -

- We have developed a diversity intranet site to share knowledge and best practice in implementing our diversity action plan
- We have introduced a diversity objectives for everyone at all levels as part of our performance management system
- We have introduced equality targets for the employment of women, and people with disabilities and from minority ethnic groups
- We have established advisory networks for people working in the Treasury from minority ethnic groups and with disabilities
- We have formed a central Diversity Team to lead implementation of our diversity action plan, and have established a cross directorate steering group to monitor progress, chaired by a member of the Treasury's Management Board.
- We have launched a pilot targeted development scheme to bring on talent within the Treasury.

9

Specific employment duties

- We diversity proof existing and new HR policies for their impact, using staff perception studies, and independent audits.

9.4 The new specific duties on employment provide a framework for measuring the progress of equality in public sector employment. In order to meet the employment duties, and to go beyond them, the Treasury will continue to monitor by ethnicity and gender and disability, the numbers of -

- Staff in post, and
- Applicants for employment, training and promotion,
- Staff from each such group who receive training;
- Benefit or suffer detriment as a result of our performance assessment procedures
- Are involved in formal grievance procedures
- Are the subject of disciplinary procedures or
- Cease employment with the Treasury

9.5 The Treasury's Personnel Management Team will:

- Collect the above ethnic monitoring data
- Analyse the data to find any patterns of adverse and differential impact;
- Continue to publish the results of our monitoring each year to the Treasury Management Board

9.6 The Treasury's personnel system (PSEnterprise) has been updated to reflect the new Census 2001 categories and a programme of training on making the best use of this management information system is currently being rolled out to Personnel Management and Development staff. This system will provide much of data necessary to meet the new employment duties.

9.7 An ethnicity resurvey of all Treasury staff based upon the Census 2001 categories and including a separate question about national identity was undertaken at the end of 2001. The results will be included in the Scheme when it is next updated.

9.8 We will also continue to use staff perception surveys to monitor current policies, procedures and practice for any adverse impact on equality of opportunity or good race relations (event though they are not causing unlawful discrimination). If this is the case, we will consider changing those policies and procedures so that they still meet the same aims, but do not harm equality of opportunity or race relations. In addition the Treasury will consult on employment issues through mechanisms like staff surveys, but also with the staff Ethnic Minority Advisory Group, Disability Advisory Group, the Unions and similar interest groups or related bodies, where appropriate.

- 9.9** We recognise that when we publish data under the employment duties that we need to take account of the confidentiality of data derived from people working at the Treasury. The Treasury is bound by the Cabinet Office Code of Practice on ethnicity information and as such will not publish information in a form that might identify an individual.

Positive Action

- 9.10** If monitoring reveals that certain groups are under-represented in the workforce, we will consider the use of positive action to encourage their full participation and to reduce the barriers to their progression in the feeder grades, which will impact at all levels, including the Senior Civil Service.

Other Equality Strands

- 9.11** This scheme identifies areas where staff would be expected to consider the gender and disability dimensions wherever practicable when promoting race equality within their work. Staff are encouraged to consider “race” as broadly as is practicable, so as to give consideration to race as it relates to racial, ethnic, national and religious groups where possible.

Review

- 9.12** In-line with our obligations in the Race Relations Act, the Treasury will carry out a comprehensive review of its Race Equality Scheme within three years of 31st May 2002. We will consult with relevant bodies as appropriate before publishing the review.
- 9.13** Our initial assessment of functions and policies will be subject to review on an annual basis as part of the established business planning process so as to ensure that the Scheme remains relevant and fit to deliver the changes sought by our stakeholders: Ministers, the public, the Treasury’s Management Board, and the people working at the Treasury. The first review of this scheme will take place in 2003 as an integral part of our forward Business Planning process.

Complaints

- 9.14** The Treasury has an established complaints process. Within this process we treat any written or spoken expression of dissatisfaction with the service provided by the Treasury or a member of staff as a complaint. And we try and resolve it on the spot.
- 9.15** You can make your complaint in writing, by telephone or face to face:

9

Specific employment duties

- say what the problem is;
- say what outcome you are looking for;
- extra information on whether this is an initial complaint or a follow-up to an earlier exchange, with brief details, will speed up our response.

Address the complaint to the person responsible. If you are unsure about who to talk to or write to, ring or e-mail:

The Public Enquiry Unit

Floor 2 / S2

HM Treasury

1 Horse Guards Road

London SW1A 2HQ

Tel: 020 7270 4558

Fax: 020 7270 5244

e-mail: public.enquiries@hm-treasury.gov.uk

- 9.16** You will need to give your full name and postal address. Phone and fax numbers, or an e-mail address can also speed things up. Please ring to make an appointment for a face-to-face meeting.
- 9.17** We will reply as soon as possible, within 15 working days at the latest, and offer to put things right as fits the case. We will inform you of progress if things take longer.
- 9.18** We treat all complaints seriously. They are recorded so that the whole department can learn from them and take action to improve its performance. We aim to resolve them informally whenever possible, but we will let you know who to get in touch with if you are still dissatisfied and want the matter investigated further.
- 9.19** If you are not satisfied after a second response you should ask for the case to be referred to the Permanent Secretary to the Treasury - the head of the department. After that, you have the right to ask your MP to take your case up with the independent ombudsman - the Parliamentary Commissioner for Administration. Advice on this is available from the Ombudsman's office at this address:

Parliamentary Commissioner for Administration

Millbank Tower

Millbank

London SW1P 4QP

Tel: 0845 015 4033

Fax: 020 7217 4160

-
- 9.20** If the complaint, for example, comes from a member of staff, and concerns an employment related issue, then the complaint might best be dealt with under existing employment procedures and be referred to the Personnel Management Team of the Treasury.

10 Identifying those responsible for action

- 66** The scheme identifies a number of responsibilities and roles for people within the Treasury. In order to ensure that they are all clear of their responsibilities, and who is to perform which role, these have been summarised at **Annex D**.

Section 71 Race Relations Act 1976 as amended by Section 2 Race Relations (Amendment) Act 2001

Specified authorities: general statutory duty

2. - (1) For section 71 of the 1976 Act (local authorities: general statutory duty) there is substituted -

“Specified
authorities: general
statutory duty

- 71 (1) Every body or other person specified in Schedule 1A or of a description falling within that Schedule shall, in carrying out its functions, have due regard to the need -
- (a) to eliminate unlawful racial discrimination; and
 - (b) to promote equality of opportunity and good relations between persons of different racial groups.
- (2) The Secretary of State may by order impose, on such persons falling within Schedule 1A as he considers appropriate, such duties as he considers appropriate for the purpose of ensuring the better performance by those persons of their duties under subsection (1).
- (3) An order under subsection (2) -
- (a) may be made in relation to a particular person falling within Schedule 1A, any description of persons falling within that Schedule or every person falling within that Schedule;
 - (b) may make different provision for different purposes.
- (4) Before making an order under subsection (2), the Secretary of State shall consult the Commission.
- (5) The Secretary of State may by order amend Schedule 1A; but no such order may extend the application of this section unless the Secretary of State considers that the extension relates to a person who exercises functions of a public nature.
- (6) An order under subsection (2) or (5) may contain such incidental, supplementary or consequential provision as the Secretary of State considers appropriate (including provision amending or repealing provision made by or under this Act or any other enactment).
- (7) This section is subject to section 71A and 71B and is without prejudice to the obligation of any person to comply with any other provision of this Act.

A

Section 71 Race Relations Act 1976 as amended by Section 2 Race Relations (Amendment) Act 2001

- General statutory duty:**
special cases
- 71A (1) In relation to the carrying out of immigration and nationality functions (within the meaning of section 19D(1)), section 71(1)(b) has effect with the omission of the words “equality of opportunity and”.
- (2) Where an entry in Schedule 1A is limited to a person in a particular capacity, section 71(1) does not apply to that person in any other capacity.
- (3) Where an entry in Schedule 1A is limited to particular functions of a person, section 71(1) does not apply to that person in relation to any other functions.
- General statutory duty:**
Scotland and Wales
- 71B (1) For the purposes of the Scotland Act 1998, subsections (2) to (4) of section 71 (and sections 71(6) and 74 so far as they apply to the power conferred by subsection (2) of section 71) shall be taken to be pre-commencement enactments within the meaning of that Act.
- (2) Before making an order under section 71(2) in relation to functions exercisable in relation to Wales by a person who is not a Welsh public authority, the Secretary of State shall consult the National Assembly for Wales.
- (3) The Secretary of State shall not make an order under section 71(2) in relation to functions of a Welsh public authority except with the consent of the National Assembly for Wales.
- (4) In this section “Welsh public authority” means any person whose functions are exercisable only in relation to Wales and includes the National Assembly for Wales.
- General statutory duty:**
codes of practice
- 71C (1) The Commission may issue codes of practice containing such practical guidance as the Commission think fit in relation to the performance by persons of duties imposed on them by virtue of subsections (1) and (2) of section 71.
- (2) When the Commission propose to issue a code of practice under this section, they -
- (a) shall prepare and publish a draft of the code;
- (b) shall consider any representations made to them about the draft; and
- (c) may modify the draft accordingly.
- (3) In the course of preparing any draft code of practice under this section the Commission shall consult such organisations or bodies as

appear to the Commission to be appropriate having regard to the content of the draft code.

- (4) If the Commission determine to proceed with a draft code of practice, they shall transmit the draft to the Secretary of State who shall consult the Scottish Ministers and the National Assembly for Wales.
- (5) After consulting the Scottish Ministers and the National Assembly for Wales, the Secretary of State shall-
 - (a) if he approves of the draft code, lay it before both Houses of Parliament; and
 - (b) if he does not approve of it, publish details of his reasons for withholding approval.
- (6) If, within the period of forty days beginning with the day on which a copy of a draft code of practice is laid before each House of Parliament, or, if such copies are laid on different days, with the later of the two days, either House so resolves, no further proceedings shall be taken on the draft code of practice, but without prejudice to the laying before Parliament of a new draft.
- (7) In reckoning the period of forty days referred to in subsection (6), no account shall be taken of any period during which Parliament is dissolved or prorogued or during which both Houses are adjourned for more than four days.
- (8) If no such resolution is passed as is referred to in subsection (6), the Commission shall issue the code in the form of the draft and the code shall come into effect on such day as the Secretary of State may, after consulting the Scottish Ministers and the National Assembly for Wales, by order appoint.
- (9) Without prejudice to section 74(3), an order under subsection (8) may contain such transitional provisions or savings as appear to the Secretary of State to be necessary or expedient in connection with the code of practice thereby brought into operation.
- (10) The Commission may revoke, or from time to time revise, the whole or any part of a code of practice issued under this section; and, where they revise the whole or any part of such a code, they shall issue the revised code, and subsections (2) to (9) shall apply (with appropriate modifications) to such a revised code as they apply to the first issue of a code.
- (11) A failure on the part of any person to observe any provision of a code

A

Section 71 Race Relations Act 1976 as amended by Section 2 Race Relations (Amendment) Act 2001

of practice shall not of itself render that person liable to any proceedings; but any code of practice issued under this section shall be admissible in evidence in any legal proceedings, and if any provision of such a code appears to the court or tribunal concerned to be relevant to any question arising in the proceedings it shall be taken into account in determining that question.

- (12) Without prejudice to subsection (1), a code of practice issued under this section may include such practical guidance as the Commission think fit as to what steps it is reasonably practicable for persons to take for the purpose of preventing their staff from doing in the course of their duties acts made unlawful by this Act.

General statutory duty:
compliance notices

- 71D (1) If the Commission are satisfied that a person has failed to comply with, or is failing to comply with, any duty imposed by an order under section 71(2), the Commission may serve on that person a notice (“a compliance notice”).
- (2) A compliance notice shall require the person concerned -
- (a) to comply with the duty concerned; and
 - (b) to inform the Commission, within 28 days of the date on which the notice is served, of the steps that the person has taken, or is taking, to comply with the duty.
- (3) A compliance notice may also require the person concerned to furnish the Commission with such other written information as may be reasonably required by the notice in order to verify that the duty has been complied with.
- (4) The notice may specify -
- (a) the time (no later than three months from the date on which the notice is served) at which any information is to be furnished to the Commission;
 - (b) the manner and form in which any such information is to be so furnished.
- (5) A compliance notice shall not require a person to furnish information which the person could not be compelled to furnish in evidence in civil proceedings before the High Court or the Court of Session.

**Enforcement of
compliance notices**

- 7IE (1) The Commission may apply to a designated county court or, in Scotland, a sheriff court for an order requiring a person falling within Schedule 1A to furnish any information required by a compliance notice if -
- (a) the person fails to furnish the information to the Commission in accordance with the notice; or
 - (b) the Commission have reasonable cause to believe that the person does not intend to furnish the information.
- (2) If the Commission consider that a person has not, within three months of the date on which a compliance notice was served on that person, complied with any requirement of the notice for that person to comply with a duty imposed by an order under section 71(2), the Commission may apply to a designated county court or, in Scotland, a sheriff court for an order requiring the person to comply with the requirement of the notice.
- (3) If the court is satisfied that the application is well-founded, it may grant the order in the terms applied for or in more limited terms.
- (4) The sanctions in section 71D and this section shall be the only sanctions for breach of any duty imposed by an order under section 71(2), but without prejudice to the enforcement under section 57 or otherwise of any other provision of this Act (where the breach is also a contravention of that provision).”
- (2) Schedule 1 (which inserts Schedule 1A into the 1976 Act) is to have effect.**

Statutory Instrument 2001 No. 3458

Race Relations

The Race Relations Act 1976 (Statutory Duties) Order 2001

<i>Made</i>	<i>23rd October 2001</i>
<i>Laid before Parliament</i>	<i>24th October 2001</i>
<i>Coming into force</i>	<i>3rd December 2001</i>

The Secretary of State, in exercise of the powers conferred upon him by section 71(2) and (3) of the Race Relations Act 1976[1], after consultation with the National Assembly for Wales and with the consent of the Assembly [2], and after consultation with the Commission for Racial Equality [3], hereby makes the following Order:

Citation, commencement and interpretation

1 (1) This Order may be cited as the Race Relations Act 1976 (Statutory Duties) Order 2001 and shall come into force on 3rd December 2001.

(2) In this Order -

“the Race Relations Act” means the Race Relations Act 1976;

“staff” includes any person treated as an employee for the purposes of Part II of the Race Relations Act (Discrimination in the Employment Field); and

references to “150 full-time staff” are references to such number of staff as would, if the hours they work were aggregated, amount to 150 staff working on a full-time basis.

Race equality schemes

2 (1) A body or other person specified in Schedule 1 to this Order shall, before 31st May 2002, publish a Race Equality Scheme, that is a scheme showing how it intends to fulfil its duties under section 71(1) of the Race Relations Act and this Order.

(2) A Race Equality Scheme shall state, in particular -

(a) those of its functions and policies, or proposed policies, which

that person has assessed as relevant to its performance of the duty imposed by section 71(1) of the Race Relations Act; and

- (b) that person's arrangements for -
 - (i) assessing and consulting on the likely impact of its proposed policies on the promotion of race equality;
 - (ii) monitoring its policies for any adverse impact on the promotion of race equality;
 - (iii) publishing the results of such assessments and consultation as are mentioned in sub-paragraph (i) and of such monitoring as is mentioned in sub-paragraph (ii);
 - (iv) ensuring public access to information and services which it provides; and
 - (v) training staff in connection with the duties imposed by section 71(1) of the Race Relations Act and this Order.
- (3) Such a person shall, within a period of three years from 31st May 2002, and within each further period of three years, review the assessment referred to in paragraph (2)(a).

Monitoring by employers

- 5 (1) A person to which this article applies shall,
 - (a) before 31st May 2002, have in place arrangements for fulfilling, as soon as is reasonably practicable, its duties under paragraph (2); and
 - (b) fulfil those duties in accordance with such arrangements.
- (2) It shall be the duty of such a person to monitor, by reference to the racial groups to which they belong,
 - (a) the numbers of -
 - (i) staff in post, and
 - (ii) applicants for employment, training and promotion, from each such group, and
 - (b) where that person has 150 or more full-time staff, the numbers of staff from each such group who -
 - (i) receive training;
 - (ii) benefit or suffer detriment as a result of its performance assessment procedures;

- (iii) are involved in grievance procedures;
 - (iv) are the subject of disciplinary procedures; or
 - (v) cease employment with that person.
- (3) Such a person shall publish annually the results of its monitoring under paragraph (2).
- (4) Subject to paragraph (5), this article applies to a body or other person specified in Schedule 1A to the Race Relations Act[5].
- (5) This article does not apply to -
- (a) a body specified in Part I, II or III of Schedule 2;
 - (b) a person specified in Schedule 3;
 - (c) a Scottish public authority with mixed functions or no reserved functions, as referred to in section L.2 of Part II of Schedule 5 to the Scotland Act 1998[6]; or
 - (d) a cross-border public authority in relation to the exercise of its Scottish functions within the meaning given by that section.
- (6) In paragraph (5) the reference to a “cross-border public authority” is a reference to such an authority within the meaning given by section 88(5) of the Scotland Act 1998.

Angela Eagle

Parliamentary Under Secretary of State

Home Office

23rd October 2001

SCHEDULE 1

Article 2

BODIES AND OTHER PERSONS REQUIRED TO PUBLISH RACE EQUALITY SCHEMES
(INCLUDES)

A Minister of the Crown or government department.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order imposes certain duties on certain bodies and other persons who are subject to the General Duty under section 71(1) of the Race Relations Act 1976 to have due regard, when exercising their functions, to the need to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between persons of different racial groups. The duties are imposed for the purpose of ensuring the better performance of the General Duty. The Order imposes on a body or other person specified in Schedule 1 to the Order a duty to publish, by 31st May 2002, a Race Equality Scheme, that is a Scheme showing how it intends to fulfil the General Duty and its duties under this Order. The Order imposes on an educational body referred to in Part I or II of Schedule 2 duties to prepare, by 31st May 2002, a statement of its race equality policy, to have arrangements in place for fulfilling duties to assess and monitor the impact of its policies on different racial groups, and to fulfil those duties in accordance with such arrangements. The Order imposes on a body referred to in Parts III to V of that Schedule a duty to have in place arrangements for fulfilling duties to monitor, by reference to racial groups, various aspects of education and employment at educational establishments, and to fulfil those duties in accordance with such arrangements. The Order also imposes on bodies and other persons specified in Schedule 1A to the 1976 Act, other than those specified in article 5(5) to the Order, to have in place, by 31st May 2002, arrangements for fulfilling duties to monitor, by reference to racial groups, various aspects of employment by those bodies, and to fulfil those duties in accordance with such arrangements.

By virtue of Section 5 of, and Schedule 1 to, the Interpretation Act 1978, references to persons in paragraphs (2) and (3) of article 2, and in paragraphs (1), (2), (3) and (5) of article 5, include references to a body.

The assessment of functions and policies

Assessment of Functions

HMT DIRECTORATE	HMT OBJECTIVE / FUNCTION	INITIAL ASSESSMENT OF PRIORITY
<p data-bbox="245 824 580 898">Macroeconomic Policy and International Finance</p> <ul style="list-style-type: none"> <li data-bbox="169 947 528 976">▪ Economic Assessment <li data-bbox="169 987 595 1061">▪ Fiscal and Macroeconomic policy <li data-bbox="169 1072 563 1146">▪ Economic and Monetary Union <li data-bbox="169 1158 608 1187">▪ European Preparations unit <li data-bbox="169 1198 464 1272">▪ Debt and reserves management unit <li data-bbox="169 1283 655 1357">▪ Economist group management unit <li data-bbox="169 1368 376 1397">▪ EU finances <li data-bbox="169 1408 639 1438">▪ EU Coordination and Strategy <li data-bbox="169 1449 616 1478">▪ European Economic Reform <li data-bbox="169 1489 651 1563">▪ Debt, development and export finance <li data-bbox="169 1574 635 1603">▪ Global Policy and Institutions <li data-bbox="169 1615 639 1644">▪ Country Economic and Policy <li data-bbox="169 1655 639 1771">▪ Review on achievement of the Government’s international development targets <li data-bbox="169 1783 600 1899">▪ UK Director at the IMF and World Bank and Economic Minister at the British Embassy 	<ul style="list-style-type: none"> <li data-bbox="724 947 1161 1064">▪ Maintaining a stable macroeconomic framework with low inflation. <li data-bbox="724 1111 1201 1301">▪ Arranging for cost effective management of the government’s debt and foreign currency reserves and the supply of notes and coins <li data-bbox="724 1348 1201 1659">▪ Promoting international financial stability and the UK’s economic interests and ideas through international cooperation as a way of increasing global prosperity including seeking to protect the most vulnerable groups 	<p data-bbox="1321 824 1433 898">LOW/ MEDIUM</p>

C

The assessment of functions and policies

HMT DIRECTORATE	HMT OBJECTIVE / FUNCTION	INITIAL ASSESSMENT OF PRIORITY
<p>Budget and Public Finance</p> <ul style="list-style-type: none"> ▪ Exchequer funds and accounts ▪ EU and International Taxation ▪ Work and Pensions ▪ Public sector finances ▪ Budget Coordination ▪ Tax Policy ▪ Tax Administration ▪ Work Incentives, Poverty Analysis ▪ Public Service Pension ▪ Environmental Tax ▪ Labour Market Policy 	<ul style="list-style-type: none"> ▪ Maintaining sound public finances in accordance with the Code for Fiscal Stability ▪ Promoting a fair and efficient tax and benefit system with incentives to work, save and invest 	<p>MEDIUM/ HIGH</p>
<p>Public Services Directorate</p> <ul style="list-style-type: none"> ▪ General Expenditure Policy ▪ General Expenditure Statistics ▪ Workforce, Innovation and Reward ▪ Defence, Diplomacy and Intelligence ▪ Environment, Food and Rural Affairs ▪ Education, Training and Culture ▪ Health ▪ Devolved Countries and Regions ▪ Transport ▪ Local Government ▪ Housing and Urban ▪ Central operational research and Economics ▪ Productivity Services Panel Support Unit 	<ul style="list-style-type: none"> ▪ Improving the quality and cost effectiveness of public services. 	<p>HIGH</p>

HMT DIRECTORATE	HMT OBJECTIVE / FUNCTION	INITIAL ASSESSMENT OF PRIORITY
<ul style="list-style-type: none"> ▪ Home and Legal ▪ Voluntary Sector ▪ Public Services Delivery Analysis ▪ Review on trends affecting Health service <p style="text-align: center;">Financial Management Reporting and Audit</p> <ul style="list-style-type: none"> ▪ Treasury Office of Accounts ▪ Central Accountancy ▪ Whole of Government Accounts ▪ Development of accountancy resources ▪ Audit Policy and Advice ▪ Treasury Internal Audit 	<ul style="list-style-type: none"> ▪ Maintaining an effective accounting and budgetary framework and achieving high standards of regularity, propriety and accountability in public finance. 	<p>LOW</p>
<p style="text-align: center;">Financial Regulation and Industry</p> <ul style="list-style-type: none"> ▪ European Financial Services ▪ Home Financial Services ▪ Financial Stability and Markets ▪ International Financial Services ▪ Productivity ▪ Public Enterprise Partnerships ▪ Enterprise Issues ▪ Financial Services Regulation ▪ Competition, Regulation and Energy Markets 	<ul style="list-style-type: none"> ▪ Increasing the productivity of the economy and expanding economic and employment opportunities for all, thorough productive investment, competition, innovation, enterprise, better regulation and increased employability. ▪ Securing an efficient market in financial services and banking with fair and effective supervision 	<p>MEDIUM/ HIGH</p>

C

The assessment of functions and policies

HMT DIRECTORATE	FUNCTIONS & SERVICES TO SUPPORT THE MAIN OBJECTIVES	INITIAL ASSESSMENT OF PRIORITY
<p>Permanent Secretary</p> <ul style="list-style-type: none"> ▪ Ministerial Offices ▪ Communications 	<ul style="list-style-type: none"> ▪ Provide Ministers with efficient support and manage the flow of policy advice to meet the needs of Ministers and the Departments for which they are responsible, to deliver the government's objectives ▪ Advise Ministers on the presentation and development of policy through timely and accurate presentation of Treasury policy to the media organisations ▪ Meet Ministers and the departments' obligations to both Houses of Parliament by providing authoritative and timely advice to Ministers and the Department on all aspects of parliamentary business and procedure. 	<p>MEDIUM</p>
<p>Corporate Services Directorate</p> <ul style="list-style-type: none"> ▪ Personnel Management and Development ▪ Information Systems ▪ Accommodation and Security ▪ Accounts, Finance and Purchasing ▪ Strategy Unit 	<ul style="list-style-type: none"> ▪ Securing the necessary resources and using them efficiently ▪ Managing people and business effectively ▪ Developing our skills to meet our changing needs 	<p>MEDIUM</p>

HMT DIRECTORATE	FUNCTIONS & SERVICES TO SUPPORT THE MAIN OBJECTIVES	INITIAL ASSESSMENT OF PRIORITY
	<ul style="list-style-type: none"> ▪ Achieving a dramatic improvement in the diversity of the people who work here ▪ Building a Treasury where everyone is treated with decency and respect ▪ Using information effectively ▪ Preparing the new office for the Treasury and preparing the Treasury for its new office ▪ Better two-way communication with staff and the outside world 	

Priority definitions

- LOW** Limited relevance to the general duty, classification to be reconsidered on review of Scheme, possibility for considering need for mainstreaming in third year.
- MEDIUM** Relevant to part or all of the general duty, little evidence that racial groups could potentially be differently affected. Medium term priority for mainstreaming race equality and should be addressed in the second year
- HIGH** Relevant to part or all of the general duty, some evidence that racial groups could potentially be differently affected. Top priority for mainstreaming race equality and should be addressed in the first year

Framework of supporting actions and responsibilities

SECTION OF SCHEME	ISSUE	PERSON / UNIT RESPONSIBLE
Paragraph 2.5	All the directorates listed are committed by requirements under this Scheme, and arrangements will be put in place to ensure that the relevance of new work to the scheme is considered at the earliest possible opportunity	<ul style="list-style-type: none"> ▪ All Managing Directors
Paragraph 2.7	The Treasury will allocate resources as necessary to ensure effective implementation of our obligations under the Act.	<ul style="list-style-type: none"> ▪ TMB
Paragraph 2.8	Review of existing Directorate business and diversity plans to make them compatible with the Treasury Race Equality Scheme.	<ul style="list-style-type: none"> ▪ Business Planning Network/other management groups
Paragraph 2.10	A designated member of the Treasury Management Board, will be responsible for ensuring that we meet our Race Equality obligations and will report annually to the Treasury Management Board on the impact of the Scheme. The Strategy Unit in the Corporate Services Directorate will advise on the development and implementation of this Scheme. The Diversity Steering Group, a cross-cutting team of stakeholders across the department, will oversee the implementation of the Race Equality Scheme and monitor the action plan throughout the department	<ul style="list-style-type: none"> ▪ TMB ▪ Equalities & Diversity Team ▪ Diversity Steering Group

D

Framework of supporting actions and responsibilities

SECTION OF SCHEME	SPECIFIC DUTIES	PERSON / UNIT RESPONSIBLE
The Scheme	The Scheme is subject to annual review as part of the annual business planning process.	<ul style="list-style-type: none"> ▪ Key Contacts ▪ Strategy Unit
The Scheme	The impact of the associate Scheme will be evaluated on a regular basis.	<ul style="list-style-type: none"> ▪ Key Contacts
The Scheme	The responsibility for developing and driving the Scheme.	<ul style="list-style-type: none"> ▪ Key Contacts ▪ Strategy Unit
Assessment of Functions - paragraph 3.4	The annual review of the assessment of functions as part of the annual business planning process.	<ul style="list-style-type: none"> ▪ Key Contacts ▪ Heads of Teams ▪ Strategy Unit
Assessment of Functions - paragraph 3.3	Responsibility of policy people to ensure that new pieces of work comply with the Treasury Scheme	<ul style="list-style-type: none"> ▪ All Staff ▪ Heads of Teams ▪ Strategy Unit
Assessing and Consulting - paragraph 4.6	The plans, subsequent results and policy implications of all assessment and consultation exercises undertaken as a result of the Scheme should be brought to the attention of Ministers within submissions.	<ul style="list-style-type: none"> ▪ Lead Officials ▪ Heads of Teams
Monitoring Arrangements - paragraph 5.3	Existing monitoring arrangements should be regularly considered to see if they remain suitable and proportionate.	<ul style="list-style-type: none"> ▪ Lead Officials ▪ Heads of Teams
Monitoring Arrangements - paragraph 5.4	The results of monitoring arrangements should be brought to the attention of Ministers within submissions.	<ul style="list-style-type: none"> ▪ Lead Officials ▪ Heads of Teams
Monitoring Arrangements - paragraph 5.5	Ensuring that the quarterly monitoring of progress against the Treasury's business plans aims effectively brings out the race equality dimension.	<ul style="list-style-type: none"> ▪ Directorate Management Units/Business Planning Network

Framework of supporting actions and responsibilities



SECTION OF SCHEME	EMPLOYMENT DUTIES	PERSON / UNIT RESPONSIBLE
Monitoring Arrangements	The regular review of the monitoring arrangements so that they meet the requirements under the Scheme.	<ul style="list-style-type: none"> ▪ Key contacts
Publishing Results	Decision to publish results from 2(b), (c) and (d) above lies with the official responsible for the results	<ul style="list-style-type: none"> ▪ Lead Officials ▪ Heads of Teams
Publishing Results	The inclusion in the Treasury Departmental Report of a summary report on progress under the Treasury Race Equality Scheme.	<ul style="list-style-type: none"> ▪ Lead officials ▪ Strategy Unit
Access to Information and Services	Ensuring that information is effectively made available to members of the public from all communities.	<ul style="list-style-type: none"> ▪ Lead Officials ▪ Heads of Teams
Access to Information and Services	Arrangements regarding access to information and services should be reviewed on a regular basis.	<ul style="list-style-type: none"> ▪ Communications ▪ Strategy Unit ▪ Key contacts
Training of Staff	All core Treasury training programmes should be equality proofed.	<ul style="list-style-type: none"> ▪ PM
Training of Staff	The development of a range of training related issues identified herein.	<ul style="list-style-type: none"> ▪ PM + Directorates

D

Framework of supporting actions and responsibilities

SECTION OF SCHEME	SPECIFIC DUTIES	PERSON / UNIT RESPONSIBLE
Monitoring	Monitoring of the employment duties by ethnicity and gender.	<ul style="list-style-type: none"> ▪ Key contacts ▪ PM
Consultation	Consultation with staff on employment issues.	<ul style="list-style-type: none"> ▪ PM
Analysis	Analysis of monitoring results from employment duties above for adverse and differential impact.	<ul style="list-style-type: none"> ▪ PM
Publication	Annual publication of the results of the above analysis.	<ul style="list-style-type: none"> ▪ Key Contacts ▪ PM ▪ Communications
SECTION OF SCHEME	SPECIFIC DUTIES	PERSON / UNIT RESPONSIBLE
	All Treasury monitoring to be carried out in accordance with principles set out in Scheme.	<ul style="list-style-type: none"> ▪ Key Contacts ▪ PM ▪ Strategy Unit ▪ Directorates
	Internal complaints need to build on existing procedures for example those for complaints of harassment and discrimination.	<ul style="list-style-type: none"> ▪ PM
	External complaints to be handled under existing complaints procedure	<ul style="list-style-type: none"> ▪ Strategy Unit

