



Karen Carlton | Commissioner for  
Public Appointments in Scotland

22 December 2008

Dear

### **Implementation of *Diversity Delivers***

As you may know, I recently published *Diversity Delivers*, the first equal opportunities strategy for public appointments in Scotland.

Currently applications for positions on the boards of Scotland's public bodies do not reflect the diverse mix of our population. The strategy contains recommendations for developing the Scottish Government's public appointments process to attract and appoint a wider and more diverse range of people. It has been welcomed by the Scottish Parliament and Scottish Ministers and I am now working with the Scottish Government to implement its recommendations. A group comprising people from my office, from the Government and from the Equality and Human Rights Commission is driving its delivery.

As indicated in *Diversity Delivers*, I am contacting the chairman and chairwoman of every public body whose appointments I regulate, to ask which of the strategy's recommendations they intend to implement. *Diversity Delivers* recognises that all public bodies are different and that some recommendations may be proportionate for certain bodies but not for others. For example, piloting board training positions may be appropriate for an executive body and not for an advisory body that meets very rarely. For this reason, I am asking chairs to indicate which of the recommendations are appropriate for their organisation and which they will implement in the coming financial year (2009-10). I will then contact each public body after March 2010 for information about progress made.

I am grateful for the valuable ongoing contributions made by members of the reference group of chairs of public bodies, who indicated that it would be helpful to provide a form on which to register intentions. I have enclosed the form and would be grateful if you would complete and return it on behalf of your organisation.

When we receive your completed form we will forward materials which will support implementation of the recommendations you have highlighted for action during 2009-10.

Full details of the recommendations referred to on the form can be found in *Diversity Delivers*, which was circulated in September. The strategy is available to download from the OCPAS website ([www.publicappointments.org/diversity](http://www.publicappointments.org/diversity)) and additional hard copies are available from my office.

Please contact me if you would like to discuss the strategy's recommendations and how they affect your organisation before returning the form. I would be grateful if you would return the completed version to my office by **27 February 2009**.

Thank you for your assistance in implementing *Diversity Delivers*.

Kind regards

A handwritten signature in black ink that reads "Karen Carlton". The signature is written in a cursive, flowing style.

Karen Carlton

## Diversity Delivers Implementation Plan 2009-10



### Name of Public Body

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Please indicate in the first column the recommendations appropriate for your public body and in the second indicate which you will implement in the coming financial year (2009-2010). Full details of the recommendations can be found in *Diversity Delivers*.

	Recommendation	Appropriate	Implement
A1S	Encourage board members to volunteer as role models and take part in the public appointments communication campaign. Inform OCPAS of the names of volunteers		
A1S	Publish profiles of your board members on your public body's website, focusing on their diversity		
A2S	Encourage board members to write blogs for the public appointments hub website and inform the Scottish Government of the names of volunteers		
A3S	Write a welcome letter from the chair to be included in application packs thanking people for their interest in a post		
A3S	Encourage the Scottish Government to reflect the unique character of your public body and board role(s) to be filled in advertisements for public appointments		
C3S	Ensure board members who sit on selection panels to participate in centrally-provided training on how to recognise and manage diversity issues that arise during appointment rounds		
C3S	Receive updates on new developments in equality and diversity for members of selection panels and circulate as to board members as appropriate		
C3S	Provide information for every board member on enhancing board effectiveness through benefiting from the diversity on their board as part of board member induction		
C3S	Participate in specific centrally-provided diversity training for board members and selection panels, for example, disability equality training provided by people who are themselves disabled		
C3S	Measure board members' ongoing awareness of, and approach to, diversity as part of the performance assessment process		

