**Consultation Form Proposal**

About us

Revenue Scotland was established in 2015 by the Revenue Scotland and Tax Powers (Scotland) Act 2014 and is the tax authority responsible for the collection and management of devolved taxes in Scotland.

At present these taxes are Land and Buildings Transaction Tax (LBTT) and Scottish Landfill Tax (SLfT). We also undertake compliance activity to ensure that the right amount of tax is paid.  More information about Revenue Scotland the devolved taxes is available on our website [www.revenue.scot](http://www.revenue.scot).

The money we collect is transferred to the Scottish Government through the Scottish Consolidated Fund and used to fund public services for the benefit of everyone in Scotland, for example, through the provision of health and education services, housing and transport infrastructure.

What is this consultation about?

[In Scotland public bodies have statutory duties](http://www.legislation.gov.uk/ssi/2012/162/contents/made) which set out how we evidence what we are doing to meet the general equality duty to:

* eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
* advance equality of opportunity between people who share a protected characteristic and those who do not;
* foster good relations between people who share a protected characteristic and those who do not.

Under the Scottish specific equality duties, Revenue Scotland must publish Equality Outcomes that will help us to strengthen our performance of the Public Sector Equality Duty (PSED) and ensure we are making progress in advancing equality and inclusion for all protected groups. Our Equality Outcomes help us to prioritise areas requiring urgent action. Revenue Scotland’s 2016/20 Equality Outcomes were published in April 2016. The current Equality Outcomes are supported by the Equality Action Plan, which captures a range of actions that contribute towards the fulfilment of the Equality Outcomes. We must review our Equality Outcomes every four years.

This consultation seeks to find out if the proposed outcomes and actions are the right ones, and if there is anything else we need to consider.

Where are we now?

We have used the analysis from our regular engagement with stakeholders, relevant staff data and the evidence contained in the Scottish Government Equality Evidence Finder to prepare a draft set of Equality Outcomes. Our aim is to ensure our Equality Outcomes for 2020/2024 will address the challenges Revenue Scotland faces as service provider and as an employer. This consultation document includes the high level actions that will contribute to achieving the outcomes. This consultation is seeking to determine if these are the right outcomes and actions and therefore asks you consider the following:

* what are the greatest barriers those with protected characteristics face when accessing Revenue Scotland’s services or workforce;
* whether Revenue Scotland’s draft Equality Outcomes adequately capture and address those challenges.

The actions have been developed with mainstreaming in mind, with the aim that the public sector equality duty is a key part of how we work across our functions.

**Revenue Scotland’s Draft Equality Outcomes, Objectives and Actions**

Our proposed Equality Outcomes can be found below.

**Equality Outcome One** *-* The needs and rights of people who share protected characteristics are integral to the design and delivery of public services in Revenue Scotland.

Long-term Objective: In order to work towards fostering equality of opportunity and outcomes for all our users and workforce we will continue to ensure that Revenue Scotland has implemented the PSED in all we do and work to encourage other Public Sector organisations to follow our example. By adopting an inclusive approach, we would seek to remove barriers and create better policy and better services for everyone.

Actions:

* continue to improve the accessibility of Revenue Scotland’s LBTT corporate documents on our website;
* continue to improve the accessibility of Revenue Scotland’s LBTT guidance;
* develop new Vulnerable Customer Policy;
* improve the accessibility of Revenue Scotland communications including publications and correspondence;
* begin the project to replace the Revenue Scotland website;
* continue to integrate Equality Impact Assessments (EqIA) as part of a project initiation stage;
* improve procurement procedures to better include equality and sustainability criteria;
* development/Implementation of the Digital Strategy;
* commission/carry out research into barriers to accessing the services we provide;
* further staff training and development.

**Equality Outcome Two** *-* Revenue Scotland leads the way as inclusive and diverse place to work.

Long-term Objective: By 2024 Revenue Scotland will be an exemplar employer, increasing diversity, removing barriers and supporting staff from all backgrounds to reach their potential, creating equality of opportunity for all.

Actions:

* develop the new People Strategy with equality and Human Rights at its heart
* annual analysis of staff data including pay gap data;
* further learning and development for staff;
* continue to assess staff feedback to identify further actions;
* carry out EqIA for Scottish Tax Education Programme and the new People Strategy;
* promoting accessible recruitment – including through influencing Scottish Government as our shared service provider and exploring Inclusion Scotland’s internship programme;
* ensuring that our accommodation redesign improves equality and accessibility.

General Data Protection Regulation (GDPR)

Revenue Scotland will be data controller for any personal data you provide as part of your response to the consultation. Any response you send us will be seen in full by Revenue Scotland staff dealing with the issues which this consultation is about or planning future consultations. In order to demonstrate the consultation was carried out properly, Revenue Scotland intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name of the organisation who sent the response is published with the response. The names of individuals are never published. If you do not want the name of your organisation published, please indicate this in the response form. We will then redact them before publishing. You should also be aware of our responsibilities under Freedom of Information legislation. If your details are published as part of the consultation response then these published reports will be retained indefinitely. Any of your data held otherwise by Revenue Scotland will be kept for no more than three years.

Your rights

Under the data protection legislation, you have the right:

 to be informed of the personal data held about you and to access it;

 to require us to rectify inaccuracies in that data;

 to (in certain circumstances) object to or restrict processing;

 for (in certain circumstances) your data to be ‘erased’;

 to (in certain circumstances) data portability;

 to lodge a complaint with the Information Commissioner’s Office (ICO) who is our independent regulator for data protection.

For further details about the information Revenue Scotland holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer: Elaine Lorimer

Revenue Scotland - Teachd-a-steach Alba
PO Box 24068 ,

Victoria Quay,

Edinburgh EH6 9BR

T: 0131 244 5838

E: info@revenue.scot

The contact details for the Information Commissioner’s Office are:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 01625 545 745 or

0303 123 1113

Website: <https://ico.org.uk/>

**Consultation Response Form**

Your name:

Organisation (if applicable):

email / telephone number:

Responses to this consultation from individuals will remain anonymous. Those from organisations are likely to be made public, on the internet or in a report. If you would prefer your organisation’s response to remain anonymous, please tick here:

[ ] Data gathered during consultation may be used in the development of our equality outcomes and to support future developments such as EqIA on individual projects.

1. **Do you think that people from different groups experience barriers to accessing Revenue Scotland’s services or to paying the correct tax?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Yes |[ ]  No | [ ]  | Not sure | [ ]  |

**If so, what are these barriers?**

1. **Do you think that the Equality Outcomes and actions on pages two and three will reduce/remove/mitigate these barriers?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  Yes | [ ]  |  No | [ ]  | Not sure | [ ]  |  |  |

 **If you said no please tell us why not:**

**3. Do you think that people from different groups experience any barriers to working for Revenue Scotland?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Yes | [ ]  |  No | [ ]  | Not sure | [ ]  |

**If so, what are these barriers?:**

**4. Do you think the actions suggested are the right ones?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  Yes | [ ]  |  No | [ ]  | Not sure | [ ]  |  |

**If you said no please tell us why not:**

**5. Do you think there is something missing from our Equality Outcomes?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  Yes | ☐ |  No | ☐ | Not sure | ☐ |  |  |

 **If you said yes please tell us what you think is missing:**

**6. Is there anything else you would like to say? If so please write it in the box below.**