**Annex D**

**Title: A Scottish Government consultation on Implementation of the Gender Representation on Public Boards (Scotland) Act 2018:**

**(1) Regulations setting out reporting arrangements**

**(2) Statutory guidance on the operation of the Act**

**RESPONDENT INFORMATION FORM**

**Please Note** this form **must** be completed and returned with your response.

To find out how we handle your personal data, please see our privacy policy: <https://beta.gov.scot/privacy/>

Are you responding as an individual or an organisation?

Individual

Organisation

Full name or organisation’s name

Phone number

Address

Postcode

Email

**Information for organisations:**

The option 'Publish response only (without name)’ is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

The Scottish Government would like your

permission to publish your consultation

response. Please indicate your publishing

preference:

Publish response with name

Publish response only (without name)

Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Yes

No

**Annex E**

**Consultation Questionnaire**

**Draft Regulations**

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| **Question 1** Do you think that public authorities and appointing persons should be required to report on the carrying out of their functions under the Act at intervals of no more than 2 years, with the first reports being published not later than the end of April 2021?   |  |  |  | | --- | --- | --- | | Yes |  |  | | No |  |  | | Don’t know |  |  |   Please tell us the reason for your answer. |

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| **Question 2** Do you think that Scottish Ministers should report to the Scottish Parliament on the operation of the Act at intervals of not more than 2 years, with the first report being laid before Parliament not later than the end of December 2021?   |  |  |  | | --- | --- | --- | | Yes |  |  | | No |  |  | | Don’t know |  |  |   Please tell us the reason for your answer. |

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| **Question 3** Do you think that appointing persons should include within their reports a statement containing the following 3 elements:   * Stating whether the gender representation objective has been met  |  |  |  | | --- | --- | --- | | Yes |  |  | | No |  |  | |  |  |  | | Don’t know |  |  |  * Providing information on any training received by or on behalf of an appointing person on the operation of sections 3 and 4 of the Act.  |  |  |  | | --- | --- | --- | | Yes |  |  | | No |  |  | | Don’t know |  |  |  * Providing information on:   + how many vacancies for a non-executive member of the board arose during the period covered by the report’   + for each such vacancy:     - how many competitions were run to fill the vacancy,     - for each competition:       * how many applications were received and the percentage of those which were from women, where the numbers will not identify individuals       * whether an appointment was made, and if so, whether the appointment made was a woman.  |  |  |  | | --- | --- | --- | | Yes |  |  | | No |  |  | | Don’t know |  |  |   Please tell us the reason for your answers. |

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| **Question 4** Do you think that appointing persons and public authorities should report on the activity they have undertaken to encourage applications from women?   |  |  |  | | --- | --- | --- | | Yes |  |  | | No |  |  | | Don’t know |  |  |   Please tell us the reason for your answer |

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| **Question 5** Do you think that appointing persons and public authorities should, if the gender representation objective has not been met, report on the details of any other steps taken with a view to achieving the gender representation objective by 31 December 2022?   |  |  |  | | --- | --- | --- | | Yes |  |  | | No |  |  | | Don’t know |  |  |   Please tell us the reason for your answer. |

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| **Question 6** Do you think that appointing persons and other public authorities should be able to publish their reports on carrying out their functions under the Act within another document if they wish to do so?   |  |  |  | | --- | --- | --- | | Yes |  |  | | No |  |  | | Don’t know |  |  |   Please tell us the reason for your answer |

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| **Question 7** Do you think that Scottish Ministers, in preparing their report to Parliament, must use information published by public authorities and appointing persons in their reports on carrying out their functions under sections 3-6 of the Act?   |  |  |  | | --- | --- | --- | | Yes |  |  | | No |  |  | | Don’t know |  |  |   Please tell us the reason for your answer |

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| **Question 8** The draft regulations do not specify the content of Scottish Ministers’ reports to Parliament other than that they contain an overview of the operation of the Act. Do you have views suggestions on the content of these reports? If so, please tell us. |

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| **Question 9** What, if any, comments do you have on the relationship between the proposals for reporting on the Gender Representation on Public Boards (Scotland) Act 2018 and reporting under the public sector equality duty specific duties. |

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| **Question 10** Please tell us any other comments you have on the draft regulations. |

**Draft Guidance**

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| **Question 11** Do you have any comments on the terminology section of the guidance? If so, please let us know. |

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| **Question 12** Do you have any comments on the guidance on meeting the duties under sections 3 and 4 of the Act? If so, please let us know. |

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| **Question 13** Do you have any comments on the guidance on section 4(4) of the Act? If so, please let us know. |
| **Question 14** Do you have any comments on the guidance on meeting the duties under section 5 of the Act? If so, please let us know. |

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| **Question 15** Do you have any comments on the guidance on meeting the duties under section 6 of the Act? If so, please let us know. |

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| **Question 16** Do you have any comments on the guidance on meeting the reporting requirements? If so, please let us know. |

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| **Question 17** Do you have any comments on the guidance on how the Act applies when the 50% gender representation objective has been achieved? If so, please let us know. |

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| **Question 18** Do you have any comments on the guidance on good practice examples of steps to remove the barriers that women face when applying to become non-executive members and examples of other steps that could be taken? If so, please let us know. |

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| **Question 19** Please tell us any other comments you have on the draft guidance. |

**Impact Assessment**

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| **Question 20** If there is any information that you would like to highlight that you think would be helpful for the Equality Impact Assessment, the Business and Regulatory Impact Assessment, or the Data Protection Impact Assessment then please let us know. |