

From: [REDACTED]@ekos.co.uk
Sent: 18 November 2019 15:10
To: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Subject: RE: Updated Draft Report, with Exec Summary

Dear All

Please find attached the revised report with comments taken on board.

Any final comments please just let me know.

[REDACTED] – if it is ok, I will ask our office manager to issue the final invoice in the meantime. I will, of course, take on board any wider comments that are provided.

Kind Regards,

[REDACTED]
[REDACTED]

From: [REDACTED]@gov.scot
Sent: 15 November 2019 11:18
To: @ekos.co.uk; [REDACTED]
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Subject: RE: Updated Draft Report, with Exec Summary

[REDACTED]

One other piece of feedback I've received from colleagues is that we should replace the word consensus which is used in the context of the definition of women. It's felt that this is misleading. Could you look for an alternative?

Many thanks

[REDACTED] | Gender & Age Equality Policy Team
[REDACTED]

Scottish Government | Directorate for Local Government and Communities | Equality, Human Rights and Third Sector Division
Area 3H (North) | Victoria Quay | Edinburgh | EH6 6QQ

From: [REDACTED]@ekos.co.uk
Sent: 15 November 2019 11:05
To: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Subject: RE: Updated Draft Report, with Exec Summary

This is really helpful, and thanks for turning round comments so quickly [REDACTED].

I have to get another report out today, but might get started on this later on this afternoon or certainly Monday. I'll do my best to turn this around early next week.

Have a nice weekend.

[REDACTED]

[REDACTED]

[REDACTED]

Switchboard: 0141 353 1994

From: [REDACTED] @gov.scot

Sent: 15 November 2019 11:01

To: [REDACTED]@ekos.co.uk; [REDACTED]@gov.scot

Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot]

Subject: RE: Updated Draft Report, with Exec Summary

Hi [REDACTED],

Please see attached for my comments, there are no major changes required from me, just some small changes to ensure it's in line with SG social research guidance.

In general it all looks clear and thorough, I would just suggest that:

- There are some areas where it would not always be clear, especially if someone is quickly skim-reading, that what is written is a reflection of the views of respondents, so a little more work is needed just to tighten up the text to make sure this is clear.
- I've suggested adding a brief paragraph on the limitations of consultation analysis findings into the method section.
- Quotes longer than a couple of lines long should be italicised, indented, and clearly introduced and contextualised within the main text so that they clearly stand out from the main text and fit the flow of the text.
- I noticed a few grammatical errors – it would be worth ensuring that the document is fully proof-read before sending in the final draft as I might have missed some.

I hope my comments are clear enough (and helpful) – let me know if you have any queries or would like to discuss anything I've said

Best wishes,

[REDACTED]

[REDACTED]

Social Researcher

Children and Families Analytical Unit

Scottish Government

[REDACTED]

From: [REDACTED]@ekos.co.uk
Sent: 12 November 2019 10:14
To: [REDACTED] @gov.scot
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@gov.scot;
[REDACTED]@gov.scot
Subject: Re: Updated Draft Report, with Exec Summary

Not at all [REDACTED], it was good to speak with you too.

If comments are able to be provided this week, I'll turn round the final report early next week.

Kind regards
[REDACTED]

From: [REDACTED] @gov.scot
Sent: Tuesday, November 12, 2019 9:39:28 AM
To: [REDACTED]@ekos.co.uk
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@gov.scot
Subject: RE: Updated Draft Report, with Exec Summary

[REDACTED]

It was good to finally talk to you earlier, apologies that it's taken so long!

As I said on the phone, I think the report is really good and captures the issues that we need to think about regarding the guidance and very clearly the issue of the use of gender instead of sex in the legislation.

I also mentioned that I'd spoken to [REDACTED] in [REDACTED] absence and agreed that they would consider the report from their perspective and then get back to you with comments.

[REDACTED] - I had suggested a deadline of this Friday for you to get back to [REDACTED] but please say if that's unrealistic!

Happy to discuss any of the above.

Best wishes

[REDACTED] | Gender & Age Equality Policy Team
[REDACTED]

Scottish Government | Directorate for Local Government and Communities | Equality, Human Rights and Third Sector Division
Area 3H (North) | Victoria Quay | Edinburgh | EH6 6QQ

From: [REDACTED]@ekos.co.uk

Sent: 07 November 2019 15:51
To: [REDACTED]@gov.scot
Subject: Updated Draft Report, with Exec Summary

Hi [REDACTED],

I had some free time this afternoon, so took the opportunity to add in an Exec Summary. Updated draft consultation analysis report attached.

Hope you didn't get kept too long re jury service!

Catch up on Monday.
[REDACTED]

[REDACTED]
[REDACTED]
[Switchboard: 0141 353 1994](#)

From: [REDACTED]@ekos.co.uk>
Sent: 09 October 2019 13:51
To: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot;
[REDACTED]@gov.scot
Subject: Draft Report

Hi [REDACTED], [REDACTED]

Hope you are well.

Attached is the first full draft of the consultation analysis. I can do a short summary once the report is closer to sign off.

If you can let me know when you will come back with comments, I can make sure to block out some time in the diary to review and take these on board. Happy to meet in person that if that would also be helpful. Just let me know what suits best.

For info: I have added a subsection in Section 1 that flags up issues regarding analysis work:

- the fact that there was strong opposition to terminology and definitions used within the Act – this was the most common theme that emerged across all questions (i.e. conflating sex and gender).
- that a high proportion of respondents simply inserted the exact same response to most of the open ended questions (regardless of what the question was asking) i.e. cut and pasted response from one question to another. As above this centred on concerns around conflating sex and gender.

It's a first draft, so happy to get your feedback on language and tone throughout.

Thanks...

[REDACTED]

[REDACTED]

Switchboard: 0141 353 1994

From: [REDACTED]@ekos.co.uk

Sent: 03 October 2019 16:13

To: [REDACTED]@gov.scot; [REDACTED]@gov.scot

Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@gov.scot

Subject: RE: Inception note

Thanks [REDACTED], that's great.

I think I'll still try and get the draft over before then I think – now that I'm full immersed! But this gives us some leeway in case other things crop up.

Have a good break!

[REDACTED]

[REDACTED]

Switchboard: 0141 353 1994

From: [REDACTED]@gov.scot

Sent: 03 October 2019 14:21

To: [REDACTED]@ekos.co.uk; [REDACTED]@gov.scot

Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@gov.scot

Subject: RE: Inception note

Hi [REDACTED]

I checked in with [REDACTED] and we're happy for you to send in the first draft report for my return from leave which is Monday 28 October 2019.

Hope this helps!

Best wishes

[REDACTED] Gender & Age Equality Policy Team
[REDACTED]

Scottish Government | Directorate for Local Government and Communities | Equality, Human Rights and Third Sector Division
Area 3H (North) | Victoria Quay | Edinburgh | EH6 6QQ

From: **[REDACTED]**@ekos.co.uk
Sent: 30 September 2019 14:54
To: **[REDACTED]**@gov.scot; **[REDACTED]**@gov.scot
Cc: **[REDACTED]**@gov.scot; **[REDACTED]**@gov.scot; **[REDACTED]**@gov.scot
Subject: RE: Inception note

That would help this end **[REDACTED]**, as it is taking a while to go through the responses.

I attach an outline of the draft report structure as it stands. This has the tables in it, and we have begun to write up a few of the early questions. Just keen to sense check that this is heading in the right direction for your purposes? Note - it is in draft format and subject to change/addition - I've not reread what I have written, etc.

When are you back from leave...?

We could aim for Mon 14th....and I'll keep you all posted if there are any issues. Does that sound ok?

A couple of things from my initial review of early question responses:

- The issue of terminology - gender v sex - does arise consistently across all questions. So in many cases people are not necessarily providing wider commentary on the specific question.
- The language in some responses is somewhat loose, and would have implications for publication of their response (if they have selected that).

Kind regards
[REDACTED]

[REDACTED]
Switchboard: 0141 353 1994

From: **[REDACTED]**@gov.scot
Sent: 30 September 2019 10:22
To: **[REDACTED]**@ekos.co.uk; **[REDACTED]**@gov.scot
Cc: **[REDACTED]**@gov.scot; **[REDACTED]**@gov.scot; **[REDACTED]**@gov.scot
Subject: RE: Inception note

[REDACTED]

No, not from my perspective as I'm about to go on leave.

What date were you thinking would be more realistic for you?

Best wishes

[REDACTED] Gender & Age Equality Policy Team
[REDACTED]

Scottish Government | Directorate for Local Government and Communities | Equality, Human Rights and Third Sector Division
Area 3H (North) | Victoria Quay | Edinburgh | EH6 6QQ

From: [REDACTED]@ekos.co.uk
Sent: 30 September 2019 08:44
To: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@gov.scot;
[REDACTED]@gov.scot
Subject: RE: Inception note

Will do **[REDACTED]**...

Can I just confirm that you need a draft report for a week today..?

Thanks
[REDACTED]

[REDACTED]
[REDACTED]
Switchboard: 0141 353 1994

From: [REDACTED]@gov.scot
Sent: 29 September 2019 12:46
To: **[REDACTED]**@ekos.co.uk; [REDACTED]@gov.scot
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@gov.scot;
Subject: RE: Inception note

Many thanks **[REDACTED]**

I think my preferred option would be for the tables to show individuals, third sector orgs and public sector organisations. And as you suggest, draw out the detail of the responses using the narrative.

Best wishes

[REDACTED] | Gender & Age Equality Policy Team
[REDACTED]

Scottish Government | Directorate for Local Government and Communities | Equality, Human Rights and Third Sector Division
Area 3H (North) | Victoria Quay | Edinburgh | EH6 6QQ

From: [REDACTED]@ekos.co.uk
Sent: 26 September 2019 14:47
To: [REDACTED] @gov.scot; [REDACTED] @gov.scot
Cc: [[REDACTED]@gov.scot; [REDACTED]@gov.scot;[REDACTED]@gov.scot;
Subject: RE: Inception note

Hi [REDACTED], [REDACTED],

Just to let you know that I am back from annual leave. [REDACTED] has given me an update of where things are at, and I am beginning to get my head around the dataset for the consultation analysis.

[REDACTED] has done some initial analysis of the closed questions. [REDACTED] has also coded the 38 organisations as follows:

- Third sector - 13
- Executive NDPB - 10
- University/college - 7
- Health body - 4
- Commissioner/ombudsman - 1
- Public corporation - 1
- Local government - 1
- Non-ministerial office - 1

As you know the bulk of responses were from individuals. There is no real way to break this down further.

The number of organisation responses is small, and when this is broken down further the absolute numbers are too small to report on in many cases.

In terms of the Y/N tables, there are a couple of options:

- We simply report on individuals and organisations.
- We report on individuals, third sector orgs (13), and public sector orgs (25).

We can also try and draw out any different points by org type in the narrative (with the caveat around the small absolute nos).

Do you have a preference for the tables....?

Thanks
[REDACTED]

[REDACTED]
[REDACTED]

Switchboard: 0141 353 1994

From: [REDACTED]@gov.scot
Sent: 18 September 2019 18:58
To: [REDACTED] @ekos.co.uk; [REDACTED]@ekos.co.uk
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot;[REDACTED]@gov.scot;
Subject: RE: Inception note

[REDACTED]

Many thanks for sending the inception note, which captures all of the key points from our discussion.

[REDACTED] – can you send [REDACTED] the purchase order with [REDACTED]'s account code.

Best wishes

[REDACTED] | Gender & Age Equality Policy Team
[REDACTED]

Scottish Government | Directorate for Local Government and Communities | Equality, Human Rights and Third Sector Division
Area 3H (North) | Victoria Quay | Edinburgh | EH6 6QQ

From: [REDACTED]@ekos.co.uk
Sent: 18 September 2019 11:03
To: [REDACTED]@gov.scot]
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot;
Subject: FW: Inception note

Hi [REDACTED],

Thanks for arranging access to the Citizen Space data – we've downloaded this and are in the process of adding in the six external responses and doing the initial analysis.

I just wanted to check whether you had any comments on the inception note and if you are able to send through a purchase order – this can come to myself or our office manager [REDACTED].

Kind regards,

[REDACTED]

[REDACTED]

Switchboard: 0141 353 1994



Registered Name: EKOS Ltd
Registered Office: St. George's Studios, 93-97 St. George's Road, Glasgow G3 6JA
Registered in Scotland Reg No 145099

From: [REDACTED]@ekos.co.uk
Sent: 12 September 2019 16:18
To: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Cc: [REDACTED]@gov.scot
Subject: Inception note
Attachments: Inception Note 12.9.19.docx

Hi [REDACTED], [REDACTED]

It was good to meet you both earlier.

I've attached a note of the meeting – please let me know if you have any comments or amendments to make.

Kind regards,

[REDACTED]

[REDACTED]

Switchboard: 0141 353 1994



Registered Name: EKOS Ltd
Registered Office: St. George's Studios, 93-97 St. George's Road, Glasgow G3 6JA



Inception note.pdf

Registered in Scotland Reg No 145099

Consultation Analysis on the Gender Representation on Public Boards (Scotland) Act 2018

Inception Report

Thursday 12 September 2019 at 10.30am, Victoria Quay, Edinburgh

Attendees: [REDACTED], [REDACTED] (Scottish Government), [REDACTED] (EKOS)

Agenda

1. Background to the consultation and potential key themes

[REDACTED] explained the background to the consultation. The Act received Royal Assent in March 2018 and this consultation has asked for views on draft regulations and guidance for the operation of the Act and how organisations will report on progress.

Responses are from a mix of individuals (284) and organisations (36). It is anticipated that a sizeable proportion are likely to be focused on one issue: the definition of “woman” within the terms of the Act. However, the Scottish Government are comfortable that the Act as it currently stands is in line with the (reserved) Equality Act.

The Scottish Government are particularly interested in responses which highlight potential revisions which need to be made to the Act in secondary legislation. The Act applies to a broad range of organisations (publicly owned companies, non-departmental public bodies, universities, etc) and they want to know if there are comments or concerns about its application to specific organisations/sectors, and any legal or technical issues and solutions.

2. Amendments to proposed approach and study outputs

No amendments were proposed. The following points were discussed:

- EKOS will code the data as individuals and organisations. Consideration will be given to breaking down organisations further e.g. by sector/type. While there are a large number of responses from individuals, it will likely be difficult to categorise these further.
- The responses have not yet been screened for defamatory content so this needs to be considered when going through them and any issues flagged with [REDACTED].

3. Access to Citizen Space data

EKOS to be provided with access to Citizen Space. Six responses were received outside of the portal and, if there any issues uploading these, they will be emailed separately as PDFs.

4. Reporting

The Scottish Government are keen to keep the legislation moving. The consultation responses are being fed into secondary legislation which needs to be laid before the Scottish Parliament – the sooner this happens, the sooner the duties can come into force and achieve the aim of equal gender representation by December 2022. They are therefore keen to have sight of an early draft ASAP so that they are aware of the main themes, potential issues etc.

The EKOS team will provide regular updates. Reporting will use the SG template and the final report will be published online. A summary analysis table should be added upfront in the report with headline findings of each question.

- Early draft report – early October

- Review meeting – tbc
- Draft final report – Monday 7 October
- Final report – Thursday 31 October

5. Study management and administration

[REDACTED] is main point of contact at EKOS (and **[REDACTED]** until she returns) and **[REDACTED]** at Scottish Government. **[REDACTED]** is changing post but will continue to be copied into emails until her replacement **[REDACTED]** is settled into the role.

6. Invoicing

The following was agreed:

- 25% on agreement of the inception note
- 50% on provision of draft report
- 25% on sign off of the final report