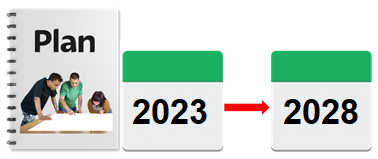
# Ethical Standards Commissioner

# Our plan for sharing information from 2023-2028



# Easy Read

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* call 0300 011 0550
* email: [info@ethicalstandards.org.uk](mailto:info@ethicalstandards.org.uk)
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## The Ethical Standards Commissioner

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| --- | --- |
| a set of scales with 'right' weighing heavily and 'wrong' weighting lighter, next to a rulebook with a green tick and a red cross on the cover. | You can read about what the Ethical Standards Commissioner does, what we believe in and what we want to do here: <https://www.ethicalstandards.org.uk/publication/esc-purpose-values-and-strategic-objectives-easy-read>  You might find it helpful to know this before reading our plan for sharing information. |

## Our Communications Strategy

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| --- | --- |
|  | Our **communications strategy** shows how the Ethical Standards Commissioner will help people to understand **what** we do, **why** we do it and **how** we will do it over the years 2023 to 2028. |
| a man and woman talking and listening | **Communications** is a way of sharing information.  A **strategy** is a plan of things done over time. |

## Who we share information with

|  |  |
| --- | --- |
| a question mark surrounded by 6 grey silhouettes of heads | We have 6 groups of important **stakeholders**.  **Stakeholders** are people or organisations who support and are impacted by our work.  **These are:** |
| a group of people - 2 of them are shaking hands | 1. The public and media. |
|  | 2. **Statutory** stakeholders. These are the Scottish Parliament, the Scottish Government and the Standards Commission for Scotland.  **Statutory** means rules or laws which have been written down. |
| a group of staff including a social worker and health staff | 1. **Public bodies** impacted by our work.   **Public bodies** are organisations that work for the Government and give us public services. Examples of this include the police and health services. |
|  | 4. Organisations interested in **equality**.  **Equality** is about treating everyone in a way that is good and fair. |
| 2 people shaking hands next to a plan with a green tick on it | 5. Other important Government organisations interested in our work. |
| A group of four people. | 6. Our **Public Appointment Advisers**  **Public Appointment Advisers** are a group of people who help with the work of the Ethical Standards Commissioner. |

## What information we will share

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| a man and woman talking and listening | We have 4 important things we want to share with our stakeholders. |
| a set of scales with 'right' weighing heavily and 'wrong' weighting lighter, next to a rulebook with a green tick and a red cross on the cover. | 1. We want to make sure that our stakeholders know what our job is, how we will do our job and what we believe in. |
|  | 1. We want our stakeholders to know how well we are doing our job and what **improvements** we are making.   **Improvements** are ways of making something better. |
| a man complaining to a woman who is writing information on a notepad | 1. We want to make sure that members of the public know how to make a **complaint** if they want to. We want to make that process as easy as possible for them.   A **complaint** is when a person says or writes that they are not happy about something. |
| a man and woman talking and listening  a woman checking information next to a large green tick and writing on a notepad with the title 'conditions' | 1. We want to make sure that people know more about the **boards** we **regulate** **public appointments** to and how to apply for one if they want to. |
| A **board** looks at the work an organisation is doing and check it is working well and following the rules. |
| a set of scales with 'right' weighing heavily and 'wrong' weighting lighter, next to a rulebook with a green tick and a red cross on the cover. | **Regulate** means to make sure the work of something is done following the rules. |
| 5 seated people at a Board meeting round a table | A **public appointment** is when a Scottish Government Minister appoints someone to the board of a public body. |

## How people get information

|  |  |
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| A person and person sitting and talking  Description automatically generated | They way people get information has changed in the last 10 years. |
| a number on a mobile phone, email on a computer screen and a weblink on a computer screen | People now use social media and their laptops, phones or iPad to get information. |
| a weblink on a computer screen, a report document, a guidance document and a questionnaire with the title 'tell us what you think' | It is important that we share information in a way that everyone can easily access. |
| How we will share our information | |
|  | We will keep our website updated. |
| 'BSL' signed by 3 people using British Sign Languagedifferent languages in speech bubblesEasy Read Logo - a smiling woman holding a document with the title 'easy read' | We will make information on our website **accessible**.  **Accessible** means that everyone can use it and understand it. |
| 3 documents with the title 'plans' | We will make sure our staff work together to make accessible information that is **consistent** across all teams.  **Consistent** is when things are made or look the same way. |
| Social Media on a phone, tablet and laptop |  |
| We will look at how best we can use social media to tell people about our work and how to contact us.  We will use videos and pictures to share important information. |
|  | We will try to find new ways of speaking with our stakeholders. |
| a smiling man holding a checklist with green ticks against 2 things | We will make a list of organisations to help people with their complaint if we cannot help. |
| a group of people | We will talk to organisations who do **similar** work to us to help make the **diversity** on boards better.  **Similar** is when two things are the same in some but not all ways.  **Diversity** means having a mix of different kinds of people:   * men and women * young and old people * people of different ethnic backgrounds * people from both poor and more wealthy backgrounds * disabled and non-disabled people. |
|  | We will publicly update our stakeholders on how well we are doing our work. This will be done on our website.  **Publicly** means in a way everyone can see. |
|  | We will ask our stakeholders how we are doing by asking them to fill out surveys. We will take action to make the things they tell us about better. |

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## When we will do this

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| --- | --- |
|  | We will share this information over the years 2023 to 2028. |
|  | Some things in this plan might change when our Strategic Plan is made in 2024.  A **strategic plan**is a plan for how we will do our work. |
| a weblink on a computer screen, a report document, a guidance document and a questionnaire with the title 'tell us what you think' | We will ask our stakeholders what they think about our **strategic plan**. |
| a thinking woman with a green tick and red cross in a thought bubble above her head | Once we have done this we will look at our communications plan again. This will happen in Autumn 2024. |
| a Board meeting and a plan document | This communications plan will be updated if anything has changed because of the strategic plan. |