

# **Gender Equality Scheme Annual Report**



**THE NATIONAL ARCHIVES OF SCOTLAND**  
DEFINING MOMENTS IN HISTORY

**30 June 2010**

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**George P MacKenzie**  
**Keeper of the Records of Scotland**

## **1. Foreword by George MacKenzie, Keeper of the Records for Scotland**

I am pleased to present this Annual Report on our Gender Equality Scheme which was published on 29 June 2007. The Scheme can be found on our website at: <http://www.nas.gov.uk/about/corporate.asp#genderEqualityScheme>

National Archives of Scotland is committed to equality of opportunity to everyone who uses our records and to our employees.

We seek to continuously improve and extend the form and range of records available to the public. As an Employer, we work with a range of policies and procedures that promote equality and we strive to ensure that our employees are treated fairly.

In the past year we demonstrated our commitment to equality through our work for Homecoming 2009, by welcoming visitors from all over the world to our family history centre, ScotlandPeople, through our education services and by our contribution to various exhibitions. These activities have provided all our customers, both at home and in other parts of the world, with an increased understanding of Scotland's past.

## **2. INTRODUCTION**

2.1 The aim of the National Archives of Scotland is to “preserve, protect and promote the nation’s records; to provide the best possible inclusive and accessible archive that educates, informs and engages the people of Scotland and the world”.

NAS provides services to local government, academic and research institutes and private companies, organisations and individuals. This annual report details how NAS provides equality of opportunity in the way that we both promote and increase access to the information in the records whilst ensuring there is no discrimination to anyone who accesses our services.

This report will also provide examples of how, as an employer, we aim to ensure against Gender Discrimination.

## **3. THE VISION OF NAS**

3.1 Underpinning our commitment to equality; the NAS vision is that we:

- Work to the best international practice in quality, customer orientation and cost effectiveness;
- Provide information which is accessible, helpful and accurate, surpassing the expectations of all our customers;
- Ensure that our information is widely used, for the benefit of individuals and to improve the administration of Scotland and the UK;
- In partnership with other public bodies, provide a world-class service to family historians in Scotland and around the world;
- Minimise the call on taxpayers and customers by income generation and the achievement of good value for money; and
- Are highly – motivated and well-informed people who find our work satisfying, treat everyone with respect, and are committed to innovation and improvement.

## **4. UPDATE OF NAS PRIORITIES AND OUR SERVICES**

### **4.1 ScotlandsPeople Service**

ScotlandsPeople is a partnership between the National Archives of Scotland, the General Register Office for Scotland and the Court of the Lord Lyon. It provides easy access to digital images of key Scottish family history resources, including over 60 million birth, marriage and death records, wills, testaments; census records and Coats of Arms.

The ScotlandsPeople Centre at the Register House campus (General Register House and New Register House) was open fully to the public from January 2009. Customers are able to use a free 2 hour "taster" session that enables them to build

the framework of their family tree. They may also purchase a day ticket. Other services include an assisted chargeable search, where an expert member of staff guides the customer through the records. Customers are also able to purchase copies of the records in a variety of print formats and can download images of the records onto USB memory sticks. Importantly customers, particularly tourists to Scotland, are able to search for their ancestors in the unique buildings of the ScotlandsPeople Centre. We have improved the amenities for visitors including a café and baby changing room facilities in both the Ladies and Gentlemen's Toilets;

A ScotlandsPeople Scottish family history service has also been available over the internet at <http://www.scotlandspeople.gov.uk> since September 2002. A private sector company, BrightSolid, operates this pay per view website on behalf of the partner organisations. The main records from the General Register Office for Scotland and the wills held by the National Archives of Scotland are both available together with the Coats of Arms recorded in the registers of the Court of the Lord Lyon.

## **4.2 ScotlandsPlaces**

NAS and the Royal Commission on Ancient and Historic Monuments for Scotland (RCAHMS) have worked together to create ScotlandsPlaces, a new online service focussing on the history and heritage of places in Scotland. Launched in October 2009, ScotlandsPlaces is an innovative project to bring place related data together from a variety of government funded organisations so that the public can find these data in one convenient place.

Just as ScotlandsPeople brings together the main official resources for family history, ScotlandsPlaces aspires to bring together resources to help people to discover information about places in Scotland that interest them. It is aimed at all members of the public, both at home and abroad, who are interested in Scottish ancestry, history and the geography of places in Scotland. The project builds on the existing and planned programmes of digitisation undertaken by the partner organisations rather than embarking on new ones, with ScotlandsPlaces providing an innovative and joined-up way in which to disseminate and make information available.

## **4.3 Education Services**

NAS supports learning outcomes, particularly for all school pupils, through a range of education services that increase knowledge of our national culture and history and an understanding of how our communities have evolved.

Over the past year we delivered 25 workshops to over 600 pupils, ranging from P4 – S2. We delivered 8 Glow (the Scottish schools national intranet) sessions to P7 pupils from Barr and Gourock, and hosted a National Glow event for Historic Scotland. This was attended by the Cabinet Secretary for Education and about 1200 pupils logged on across Scotland. Having piloted Glow successfully in NAS, we shall now offer it as part of our Education service in 2010-2011. We also provided National Qualifications with digital resources to support the teaching of Scottish history topics

at Higher level. These are all available on National Qualifications website at <http://www.ltscotland.org.uk/nq/resources/higherscottishhistory>.

We ask teachers and pupils to provide feedback at the end of our workshops on their content, delivery, educational value and experience as well as on the quality of our facilities and staff. We review this feedback on a regular basis and, where appropriate, we implement changes to the length, style, delivery and learning levels in our workshops.

We continue to advertise our annual Schools Programme to Scottish schools (primary, secondary and special schools) on our education website: [www.scottisharchivesforschools.org](http://www.scottisharchivesforschools.org). and to work in partnership with Learning and Teaching Scotland.

#### **4.4 Homecoming 2009**

This was a Scottish Government initiative to celebrate the 250<sup>th</sup> anniversary of the birth of Scotland's national poet, Robert Burns. NAS was a contributory partner in a programme of events open to all, including:

- curating and hosting with GROS the Famous Scots Exhibition (see below);
- curating the 'From the Vaults' exhibition to mark whisky month and celebrate the Burns connection;
- running a stand with ScotlandsPeople partners at the Gathering in Holyrood Park in July to answer family history queries;
- publishing a new edition of "Tracing Your Scots Ancestors"

#### **4.5 Famous Scots Exhibition**

During the year of Homecoming 2009, to provide visitors with a starting point for discovering more about their own Scottish ancestry, we provided a series of free exhibitions on the family history of six well known Scots. Each exhibition revealed aspects of the Famous Scot's past - their ancestors' occupations, where they lived, and how their lives were shaped by the changing society to which they belonged. For the period July 2009 to January 2010 the exhibiton featured Shirley Manson, Tilda Swinton, Brian Cox and Sir Jackie Stewart.

### **5. NAS AS AN EMPLOYER**

#### **5.1 Terms and conditions**

NAS is an Agency of the Scottish Government (SG) and our staff have the same terms and conditions of employment as SG staff. We follow all of the SG HR policies and procedures including Equal Opportunities and Diversity Policies.

## 5.2 Staffing

We currently employ 144 permanent staff. At present the Deputy Keeper (C3) and Keeper of the Records posts (SCS) are filled by males. The following table provides a comparison of the percentage females and males employed in the Department by management grades (B1 – C1) in 2009/10:

Grade	Year	Female %	Male%
<b>B1</b>	2010	44	56
	2009	42	58
<b>B2</b>	2010	69	31
	2009	70	30
<b>B3</b>	2010	53	47
	2009	53	47
<b>C1</b>	2010	33	67
	2009	29	71

## 5.3 Flexible Working Hours Policy

We follow the SG Flexible Working Hours Policy which aims to create a working environment in which we can all achieve a healthy work-life balance that meets the needs of our people and the organisation. Current flexible working patterns enjoyed by staff are full time (but flexibly), part - time, alternative working pattern and partial retirement. The number of staff currently working a formal part - time or an alternative working pattern is detailed in the following table:

Grade	Female	Male
<b>A3</b>	8	1
<b>A4</b>	0	1
<b>B2</b>	6	0
<b>B3</b>	2	0
<b>C1</b>	1	2
<b>Total</b>	<b>17</b>	<b>4</b>

We will continue to monitor the number of staff working an alternative working pattern.

## 5.4 Employee Engagement

The SG Employee Survey ran from November – December 2009 and 48% of NAS staff completed the online Survey questionnaire. The results of the Survey were published in a comprehensive report that provided actionable data. NAS is currently

producing an action plan to maintain and improve on areas identified in the report and to improve on this year's response rate. The plan will be published and made available to all staff.

We are currently working with Cabinet Office colleagues in an effort to improve the response rate in time for the 2010 Employee Survey.

## **5.5 Training & Development**

The NAS Training & Development Strategy provides a clear description of the Department's commitment to the training and development of each member of staff and sets out how that commitment will be put into practice. We appreciate that people learn in different ways and have different learning styles. These needs are met through a wide variety of methods and media. In the past year we identified 63 learning & development opportunities in which 144 staff participated. These were in the categories:

- Strategy & Leadership
- Post specific training
- ICT
- In house Seminars
- Conferences
- Personal Development

## **5.6 Well-Being at Work**

We continue with our in-house Well being at Work Scheme (W@W) which encourages and promotes healthy eating, physical activity and health awareness to all staff. During the year we provided staff with an opportunity to participate in a number of events including health checks and complementary therapies. We also promoted a number of awareness campaigns including "Diabetes Awareness Week", "National No Smoking Day" and the "Organ Donation Campaign".

## **6. CONCLUSION**

The Equality Bill, combining all of the existing legislation on discrimination into one single statute, received Royal Assent 8 April 2009. We await the decision of the new UK Coalition Government regarding our duty to publish a single equality scheme.