

Gender Equality Scheme Annual Report



THE NATIONAL ARCHIVES OF SCOTLAND
DEFINING MOMENTS IN HISTORY

30 June 2009

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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 the Annual Report on our Gender Equality Scheme which was published on 29 June 2007.

National Archives of Scotland is committed to equality of opportunity to those who use 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 ensure that our employees are treated fairly.

This year more than ever our commitment to equality will be demonstrated through the Departments work for Homecoming 2009 when we look forward to welcoming visitors from all over the world to our new family history centre, ScotlandPeople, and our various exhibitions.

I am confident that the facilities of the ScotlandsPeople Centre will work towards providing ancestor hunters not only in Scotland, but across the world, with an increased understanding of our past.

2. INTRODUCTION

2.1 The **aim** of 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 will provide an update of how NAS both promotes and increases 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 Centre

The ScotlandsPeople family history centre, developed in partnership with the Registrar General and the Lord Lyon, opened in General Register House on 25 August 2008. The Centre provides an online family history and genealogy service and offers, in General Register House, free two hour taster sessions to those new to family history research. We have improved the amenities for visitors including a café and baby changing room facilities in both the Ladies and Gentlemen’s Toilets.

4.2 Education Services

We advertise our annual Schools Programme to Scottish schools (primary, secondary and special schools) on our education website:

www.scottisharchivesforschools.org. We work in partnership with Learning and Teaching Scotland, we also advertise it and any of our future events on their weekly electronic *Education News Digest* at www.ltscotland.org.uk/news/all/index.asp

Having piloted the use of videoconferencing with schools in autumn 2008, NAS will be advertising this from August 2009 as a new addition to our Education Service. We hope that this service will enable teachers and pupils across Scotland to access our holdings, skills and expertise in support of Curriculum for Excellence.

We get 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.

4.3 Homecoming 2009

Is a Scottish Government initiative to celebrate the 250th anniversary of the birth of Scotland's national poet, Robert Burns. NAS will be a contributory partner in a programme of events open to all including:

- the Famous Scots Exhibition;
- opening of the ScotlandsPeople Centre;
- 'From the Vaults exhibition to mark whisky month and celebrate the Burns connection;
- a stand at the Gathering in Holyrood Park to answer family history queries;
- publishing a new edition of "Tracing Your Scots Ancestors"

4.4 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 are providing a series of free exhibitions on the family history of six well known Scots. Each exhibition will reveal 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. We are working to achieve a gender balance, with 2 women and 3 men already chosen to feature.

5. NAS AS AN EMPLOYER

Terms and conditions

5.1 NAS is an Agency of the Scottish Government (SG) and our staff have the same terms and conditions of employment as SG staff and we follow all of the SG HR policies and procedures i.e. Recruitment and Performance Appraisal.

Staffing

5.2 We currently employ 155 permanent staff and have a reasonable balance between women and men in NAS. At present the Deputy Keeper (C3) and Keeper of the Records posts (SCS) are filled by men. The following table provides a comparison of the percentage females and males employed in the Department by management grades (B1 – C3) in the years 2007 and 2008:

Grade	Year	Female %	Male %
B1	2007	34	66
	2009	42	58
B2	2007	69	31
	2009	70	30
B3	2007	53	47
	2009	53	47
C1	2007	25	75
	2009	29	71
C3	2007	0	100
	2009	0	100
SCS	2007	0	100
	2009	0	100

Flexible Working Hours Policy

5.3 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 need 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
A3	8	1
A4	0	1
B2	6	0
B3	2	0
C1	1	2

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

Employee Engagement

5.4 The SG Employee Survey ran from 11 November – 2 December 2008 and 67% 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.

Training & Development

5.5 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 achieved through a wide variety of methods and media. In the past year staff have mostly participated in development opportunities related to their professional specialism and we are currently funding a further education qualification for 3 members of staff.

Well-Being at Work

5.6 During the year SHAW was replaced by the Healthy Working Lives Award. Instead of transferring our SHAW Silver Award to this new Scheme, staff were asked to vote on an in house well being initiative. Together with colleagues in General Register Office it was decided to run a joint in house well-being initiative named W@W – Well Being at Work. We have a W@W representative in each of our 3 buildings who will continue to promote healthy eating, physical activity and health awareness. We will endeavour to promote health awareness initiatives to all, although some campaigns are gender specific e.g. we funded the entrance fee for those female staff who participated in the "Race for Life" in aid of Cancer Research UK and promoted "Prostate Cancer Awareness Month in March 2009.

6. PROCUREMENT OF GOODS & SERVICES

NAS continues to follow SG procurement policy and procedure which comply with EU Procurement Directives ensuring equality of treatment of suppliers, non discrimination and transparency.

7. CONCLUSION

The Equality Bill, combining all of the existing legislation on discrimination into one single statute, was published on 27 April 2009 and we will continue to work towards the key targets of our Gender Equality Scheme until the outcome of the Bill is known.