

DEPARTMENT PLANS

PLAN NAME	OWNER BY TITLE	OWNER'S DIR.	DATE EqIA COMPLETED IN 2016	DATE EqIA COMPLETED IN 2017	DATE OF NEXT REVIEW & EqIA
Art and Design	Keeper	Collections	05/04/2016	31/03/2017	04/04/2018
Collections Services	Head of Collections Services	Collections	27/04/2016	31/03/2017	04/04/2018
National & International Partnerships	Head of National & International Partnerships	Collections	23/05/2016	31/03/2017	04/04/2018
Natural Sciences	Keeper	Collections	04/05/2016	31/03/2017	04/04/2018
Science & Technology	Keeper	Collections	13/04/2016	31/03/2017	04/04/2018
Scottish History & Archaeology	Principal Curator	Collections	13/04/2016	31/03/2017	04/04/2018
World Cultures	Keeper	Collections	04/04/2016	31/03/2017	04/04/2018
Estates	Head of Estates	Estates & Facilities	02/03/2016	31/03/2017	04/04/2018
Facilities Management	Head of Facilities Management	Estates & Facilities	26/03/2016	31/03/2017	04/04/2018
Information & Communications Technology (ICT)	Head of ICT	Estates & Facilities	04/04/2016	18/04/2017	04/04/2018
Development	Head of Development	External Relations	03/08/2016	31/03/2017	04/04/2018
Digital Media	Head of Digital Media	External Relations	31/03/2016	31/03/2017	04/04/2018
Marketing & Communications Department Plan	Head of Marketing & Communications	External Relations	28/07/2016	18/04/2017	04/04/2018
	Information & Knowledge Manager	Finance & Planning	n/a	31/03/2017	04/04/2018
	Head of Coporate & Policy Performance	Finance & Planning	n/a	31/03/2017	04/04/2018
Finance	Finance	Finance & Planning	23/05/2016	31/03/2017	04/04/2018
Human Resources (HR)	Head of Human Resources	Human Resources	17/05/2016	31/03/2017	04/04/2018
Exhibitions & Design	Displays Manager	Public Programmes	22/03/2016	31/03/2017	04/04/2018
Learning & Programmes	Head of Learning & Programmes	Public Programmes	02/03/2016	31/03/2017	04/04/2018
Visitor Operations	Head of Visitor Experience	Visitor Experience	Awaiting Plan	31/03/2017	04/04/2018

STRATEGIES

STRATEGY NAME (and Date Range)	OWNER BY TITLE	OWNER'S DIR.	LAST APPROVED BY ET / BOARD OF TRUSTEES	DATE EqIA COMPLETED	ACTIONS	PERSON RESPONSIBLE	TIMESCALE	How will the impact of this document be monitored?
Collections Development Strategy 2012 - 2015 <i>(under development - going to Trustees June 2017)</i>	Director of Collections	Collections	01/06/2012	15/04/2015	No specific actions	n/a	n/a	n/a
Collections Research Strategy 2016 - 2020	Director of Collections	Collections	08/06/2016	17/05/2016	To make research information available in alternative formats as necessary.	Director of Collections	On-going	The document contains six suggested measures of success.
Collections Services Strategy 2015 - 2020	Head of Collection Services	Collections	26/11/2014	26/11/2014	No specific actions	n/a	n/a	n/a
Estate Strategy 2009 - 2019	Director of Estates & Facilities	Estates and Facilities	31/01/2009	16/05/2014	No specific actions	n/a	n/a	n/a
ICT Direction Setting 2009 - 2015 <i>(will be replaced by a Digital Strategy currently in development for completion by March 2018)</i>	Head of ICT	Estates and Facilities	01/01/2009	27/03/2015	No specific actions	n/a	n/a	n/a
Sustainable Development Strategy 2015 - 2020	Director of Estates & Facilities	Estates and Facilities	12/03/2015	08/01/2015	No specific actions	n/a	n/a	n/a
Corporate Communications Strategy 2014 - 2019	Head of Marketing & Communications	External Relations	01/05/2014	30/06/2014	No specific actions	n/a	n/a	n/a
Development Strategy 2016 - 2020	Head of Development	External Relations	21/09/2016	30/08/2016	No specific actions	n/a	n/a	n/a
Digital Media Strategy 2013 - 2017 <i>(New Strategy will go to the Board in 2018, when the new Head of Digital Media is in post)</i>	Head of Digital Media	External Relations	June 2013	15/05/2014	Information made as accessible to as wide a range of people as possible regardless of PC.	Head of Digital Media	On-going	Monitoring of customer feedback.
International Strategy 2013 - 2018	Director of External Relations	External Relations	01/06/2013	21/05/2014	No specific actions	n/a	n/a	n/a
Marketing & Communications Strategy 2012 - 2016 <i>(extended, new Strategy will go to the Board in 2018, when the new Head of Marketing is in post)</i>	Head of Marketing & Communications	External Relations	07/09/2012	30/06/2014	Continue monitoring audience profiles as set out in EqIA, analysing this against the national population profiles. Continue assessing tone of voice using Brand Guidelines to ensure all communications are accessible and avoid discrimination toward protected groups.	Marketing Manager Marketing Manager and Communications Manager	Annually Operationally on project by project / campaign basis	 Sustaining current audience profiles.
National Strategy 2016 - 2020	Head of National & International Partnerships	External Relations	08/06/2016	03/03/2016	Liaise with the Learning and Programmes Department and the Tourring Exhibitions Manager on assessment of any activities developed with target audiences developed in partnership with other organisations nationally to ensure the Equality Duty is communicated and understood by those partners.	N&IP Department	On-going	On relevant projects.
Employee Engagement Strategy 2012 - 2015 <i>(being replaced by People and Organisational Development Strategy 2017 - 2021 under development)</i>	Head of Human Resources	Human Resources	30/06/2012	23/01/2015	No specific actions	n/a	n/a	EqIAs to be carried out on specific actions within the implementation plan by the action owner, where appropriate.
Staff Training & Development Strategy 2013 - 2016 <i>(will be absorbed into the People and Organisational Development Strategy - currently under development)</i>	Training & Development Manager	Human Resources	30/09/2013	19/05/2014	No specific actions	n/a	n/a	n/a
Volunteers Strategy 2016 - 2020	Head of Human Resources	Human Resources	01/11/2015	11/06/2015	No specific actions	n/a	n/a	n/a
Displays Strategy 2016 - 2020	Senior Displays Manager	Public Programmes	21/09/2016	09/09/2016	<i>Actions cross reference with Exhibitions and Tourring Strategy EqIA actions.</i>	See actions column	See actions column	<i>See actions coliumn</i>

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Exhibitions and Touring Strategy 2015 - 2020	Director of Public Programmes	Public Programmes	23/09/2015	23/08/2015	1. Exhibitions for All – ensure this is kept up to date with standards and legislative changes (responsibility: Displays Manager. When: when required basis) 2. Be mindful of the Equality and Diversity issues and facilities at host venues when negotiating our touring exhibitions (Responsibility: Touring Exhibition Manager. When: ongoing).	1. Displays Manager 2. Touring Exhibitions Manager	1. as and when 2. As and when	The Exhibition & Touring Strategy and programmes arising from it will have evaluation methodology established from the outset to monitor and measure the learning and social impact of our programmes on target audiences and visitors.
Learning & Programmes Strategy 2015 - 2020	Head of Learning & Programmes	Public Programmes	01/02/2015	24/11/2014	Continue to develop initiatives to increase participation.	Head of Learning & Programmes Learning Managers Learning Officers Enablers	Annually	The L&P Strategy and programmes arising from it, will have evaluation methodology established from the outset to monitor and measure the learning and social impact of our programmes on target audiences and visitors.
Strategic Plan 2016 - 2020	Director of Finance & Planning	Finance & Planning	23/03/2016	19/02/2016	No specific actions	n/a	n/a	n/a

N.B. Where it is stated 'no specific action' in the ACTIONS column, the strategy holders will still continue to monitor and review.

POLICIES

POLICY NAME	OWNER BY TITLE	OWNER'S DIR.	LAST APPROVED BY EXECUTIVE TEAM	DATE EqIA COMPLETED	ACTIONS	PERSON RESPONSIBLE	TIMESCALE	How will the impact of this document be monitored?
Collections Care & Conversation Policy	Head of Collections Services	Collections	14/05/2015	11/05/2015	No specific actions	n/a	n/a	n/a
Collections Information & Access Policy	Head of Collections Services	Collections	14/05/2015	15/05/2015	No specific actions	n/a	n/a	n/a
Hazardous Materials in Collections Policy	Head of Collections Services	Collections	09/09/2015		No specific actions			
Human Remains in Collections Policy	Director of Collections	Collections	23/03/2016	16/05/2016	To make information available in alternative formats as necessary; To be aware of management of human remains collections to ensure they continue to improve in line with best practice; To ensure that processing requests is as open and transparent as possible.	Collections Directorate	On-going	This will be monitored in terms of practice, as the policy is one that will be implemented.
Intellectual Property Policy	Director of Collections	Collections	31/07/2007	26/03/2015	No specific actions	n/a	n/a	n/a
Library Collection Development Policy	Library Services Manager	Collections	Unknown	17/12/2014	Provision of magnifying glasses and photocopyers for enlargement of text and images. Provision of scanned copies of articles and book chapters, which could be read with assistive technology on the visitor's own device. This is carried out in line with The Copyright and Rights in Performances (Disability) Regulations 2014	Information Services Manager	Immediate	Records of photocopying and scanning carried out.
Research Ethics Policy	Director of Collections	Collections	30/09/2006	15/04/2015	No specific actions	n/a	n/a	n/a
Research Framework	Director of Collections	Collections	30/11/2004	15/04/2015	No specific actions	n/a	n/a	n/a
Research Themes Policy	Director of Collections	Collections	30/09/2007	15/04/2015	No specific actions	n/a	n/a	n/a
Acceptable Use of ICT Facilities Policy	Head of ICT	Estates & Facilities	01/02/2010	27/03/2015	No specific actions	n/a	n/a	n/a
Allocation of ICT Equipment Policy	Head of ICT	Estates & Facilities	18/09/2014	18/09/2014	No specific actions	n/a	n/a	n/a
Business Application Policy	Head of ICT	Estates & Facilities	01/02/2010	27/03/2015	No specific actions	n/a	n/a	n/a
CCTV Code of Practice	Head of Facilities Management	Estates & Facilities	13/12/2016		Visitor questionnaires could be used to ask visitors if they were aware of CCTV in use within NMS galleries and if they felt that this made them feel safer.	Heads of Departments, Visitor Services, Facilities Management and Marketing.	2015	Through Freedom of Information requests.
Departmental Information Security Policy	Head of ICT	Estates & Facilities	01/02/2010	27/03/2015	No specific actions	n/a	n/a	n/a
Driving at Work Policy	Head of Facilities Management	Estates & Facilities	16/06/2015	25/03/2015	No specific actions	n/a	n/a	n/a
Fire Safety Management Policy	Director of Estates & Facilities	Estates & Facilities	27/08/2015	29/07/2015	No specific actions	n/a	n/a	n/a
ICT Green Policy	Head of ICT	Estates & Facilities	01/03/2011	27/03/2015	No specific actions	n/a	n/a	n/a
ICT Network & System Security Policy	Head of ICT	Estates & Facilities	01/11/2008	27/03/2015	No specific actions	n/a	n/a	n/a
Information Security Policy	Head of ICT	Estates & Facilities	01/12/2008	27/03/2015	No specific actions	n/a	n/a	n/a
Acknowledgement Policy	Head of National & Int. Partnerships	External Relations	15/03/2016	?				
Advice Policy (is this replaced by 'guide to collection advice'?)	Head of National & Int. Partnerships	External Relations	31/05/2012	17/04/2015	No specific actions	n/a	n/a	n/a
Donor Recognition Policy	Head of Development	External Relations	01/11/2013	16/12/2014	No specific actions	n/a	n/a	n/a
Gift Acceptance Policy	Head of Development	External Relations	31/08/2010	06/02/2015	No specific actions	n/a	n/a	n/a
Corporate Governance Documents Policy	Head of Corporate Policy and Performance	Finance & Planning	01/03/2016	19/02/2016	No specific actions	n/a	n/a	n/a
Data Protection Policy	Head of Information Services (IKM Interim Ow	Finance & Planning	09/05/2013	18/12/2014	No specific actions	Head of Facilities Management	On going	Monitor and review in line with policy revision.
Delegated Procurement Authority Policy	Director of Finance & Planning	Finance & Planning	29/10/2015	22/12/2015	No specific actions	n/a	n/a	n/a
Digital Asset Management Policy	Head of Information Services (IKM Interim Ow	Finance & Planning	n/a	n/a	No specific actions	n/a	n/a	n/a
Digitisation Policy	Head of Information Services (IKM Interim Ow	Finance & Planning	31/11/2014	17/11/2014	No specific actions	n/a	n/a	n/a
Email Management Policy	Information Knowledge Manager	Finance & Planning	09/12/2008	18/12/2014	No specific actions	n/a	n/a	n/a
Email Signature Policy	Head of Information Services (IKM Interim Ow	Finance & Planning	31/12/2006	18/12/2014	No specific actions	n/a	n/a	n/a

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Fraud Policy	Director of Finance & Planning	Finance & Planning	01/09/2012	04/02/2015	No specific actions	n/a	n/a	n/a
Freelance Contractors Purchasing Policy	Director of Finance & Planning	Finance & Planning	14/01/2016	24/12/2015	No specific actions	n/a	n/a	n/a
Information Handling & Transfer Policy	Head of Information Services (IKM Interim Ow	Finance & Planning	31/05/2013	18/12/2014	No specific actions	n/a	n/a	n/a
Information Management Desktop Policy	Head of Information Services (IKM Interim Ow	Finance & Planning	15/08/2009	18/12/2014	No specific actions	n/a	n/a	n/a
Knowledge Transfer Framework	Information Knowledge Manager	Finance & Planning						
Records Management Policy	Head of Information Services (IKM Interim Ow	Finance & Planning	20/03/2014	18/12/2014	No specific actions	n/a	n/a	n/a
Sustainable Procurement Policy	Director of Finance & Planning	Finance & Planning	28/01/2016	24/12/2015	No specific Actions	n/a	n/a	n/a
Whistle Blowing Policy	Director of Finance & Planning	Finance & Planning	n/a	04/02/2015	No specific actions	n/a	n/a	n/a
Acceptance of Gifts, Rewards and Hospitality Policy	Head of Human Resources	Human Resources	31/02/2008	27/11/2014	No specific actions	n/a	n/a	n/a
Additional Responsibility Policy and Procedure	Head of Human Resources	Human Resources	30/04/2010	06/02/2015	<p>Review potential options for improved recording/reporting evidence of pay information via HRMIS (e.g. Breakdown of additional responsibility payments made). This will enable potential impact of policy vs individual protected characteristics to be monitored more effectively.</p> <p>Review of pay policies with subsequent roll-out of any relevant management tools and information to support consistent and effective implementation.</p>	<p>HR Manager in liaison with HR Systems Officer, National Museums Scotland</p> <p>HR Department</p>	<p>Post implementation of new HRMIS system within National Museums Scotland.</p> <p>In accordance with National Museums HR Policy Review Schedule.</p>	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p> <p>It will also be reviewed once more detailed statistics on pay per the above become available to inform if revisions are required in terms of delivery of the policy.</p>
Adoption Leave and Pay Policy (matches from 3 April 2011 onwards)	Head of Human Resources	Human Resources	31/01/2011	29/01/2015	No specific actions	n/a	n/a	n/a
Agreement on Facilities for Industrial Relations and Notes for Guidance	Head of Human Resources	Human Resources	31/08/1989	27/11/2014	No specific actions	n/a	n/a	n/a
Agreement on Redundancy - Principles and Procedures	Head of Human Resources	Human Resources	31/08/1995	16/01/2015	Prioritisation of this agreement for review within the current ERR Team policy update project. In particular, this review should incorporate equalities considerations.	Employee Relations and Resourcing Manager to allocate priority and responsibility.	2015/16 financial year	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p> <p>The review of this agreement will automatically require a new Impact Assessment to be carried out.</p>
Alcohol, Drugs and Substance Misuse at Work Policy	Head of Human Resources	Human Resources	26/11/2015	16/01/2015	No specific actions	n/a	n/a	n/a
Annual Leave Policy and Procedure	Head of Human Resources	Human Resources	31/12/2009	09/01/2015	No specific actions	n/a	n/a	n/a
Attendance at Work - Unforeseen Circumstances Policy	Head of Human Resources	Human Resources	31/01/2010	16/01/2015	No specific actions	n/a	n/a	n/a
Attendance Policy	Head of Human Resources	Human Resources	30/01/2014	23/05/2014	No specific actions	n/a	n/a	n/a
Code of Conduct for Staff of National Museums Scotland	Head of Human Resources	Human Resources	31/01/2009	23/01/2015	No specific actions	n/a	n/a	n/a
Dependant Leave Policy	Head of Human Resources	Human Resources	28/02/2009	23/01/2015	<p>To continue to record applications for Dependant Leave so that we can continue to monitor and report on which groups of individuals are making using these policies</p> <p>Maintain an awareness and overview of individual cases providing coaching support to both management and employees as required.</p>	HRM's, HRO's and line managers involved in individual cases who approve requests for Dependant Leave.	On-going	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be reviewed once statistics on requests made and outcomes of requests become available to inform if revisions are required in terms of delivery of the policy.</p>
Discipline Policy & Procedure	Head of Human Resources	Human Resources	24/11/2014	11/06/2014	No specific actions	n/a	n/a	n/a
Employee Assistance Policy	Head of Human Resources	Human Resources	30/11/2012	23/01/2015	No specific actions	n/a	n/a	n/a

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Equal Opportunities - Employment Policy	Head of Human Resources	Human Resources	31/07/2007	28/01/2015	<p>Age: age brackets in HR reports to reflect census age brackets for better comparisons</p> <p>Disability: Outcomes of VO Working Group monitored to ensure issues raised by disabled employees are considered as part of the wider picture.</p> <p>Disability: Review disability statistics to assess if decrease in "do not wish to declare" returns continue to show the majority of employees declaring disabilities are employed in lowest two pay grades.</p> <p>Pregnancy and Maternity: Follow up on post-maternity leave questionnaires to allow for statistical analysis and managers supportiveness during this process.</p> <p>Religion and Belief: "other Christian denomination" to be added.</p> <p>Sex: Further detailed analysis of potential gender segregation in part-time hours / temporary contracts.</p> <p>General Actions: Develop a communications plan to reduce the "do not wish to declare" returns for existing staff. Develop a questionnaire to employees who reduce their hours of work asking for their reason(s) for doing so. Refinement of data collection relating to disciplinary situations to include distinction between Disciplinary Hearing and sanctions issued.</p> <p>Amend exit questionnaires to establish if a factor of their decision to leave was in any way attributed to being treated less favourably on the grounds of a PC.</p>	<p>HR System Officer</p> <p>ER&R Manager and HR Managers</p> <p>HR Manager</p> <p>HR Manager</p> <p>HR Systems Officer</p> <p>HR Manager and HR Systems Officer</p> <p>HR Manager</p> <p>HR Manager</p> <p>HR Systems Officer</p> <p>HR Manager / HR Officers</p>	<p>April / May 2015</p> <p>Considered by working group during Feb '14 and implemented during 14/15. May 2015</p> <p>From 01/02/2015</p> <p>May 2015</p> <p>2015/16 Reporting Year</p> <p>May 2015</p> <p>31/03/2015</p> <p>To be introduced as part of the new HRIS ie Q1 2015/16. March 2015</p>	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics, staff survey results, exit/maternity leave questionnaires. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p>
Equal Pay Policy	Head of Human Resources	Human Resources	30/06/2007	25/02/2015	<p>Monitored on an annual basis during analysis of equality statistics. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p>	<p>HR Manager</p>	<p>n/a</p>	<p>n/a</p>
External Placements and Secondment Scheme	Training and Development Manager	Human Resources	31/03/2014	24/07/2014	<p>No specific actions - Query with policy holder</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
Flexible Working Hours Policy	Head of Human Resources	Human Resources	28/02/2009	09/01/2015	<p>No specific actions</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
Further Education and External Study Leading to a Qualification Policy	Training and Development Manager	Human Resources	01/01/2001	24/07/2014	<p>No specific actions</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
Gender Reassignment Policy	Head of Human Resources	Human Resources	28/02/2008	23/01/2015	<p>No specific actions</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
Grievance Policy & Procedure - including Grievance Form	Head of Human Resources	Human Resources	31/01/2015	30/01/2015	<p>To continue to record all grievances which are raised so that we can continue to monitor and report on which groups of individuals are making use of this policy and procedure.</p> <p>Maintain an awareness and overview of individual cases providing coaching support to both management and employee as required.</p> <p>To investigate the potential of recording when appeals have been raised following a raised grievance, where the reasons for appeal have been in respect of the actual grievance policy or procedure which has been followed.</p>	<p>HR - ER&R Team</p> <p>HR Systems Officer in terms of the recording of data and production of relevant reports.</p> <p>HR Managers</p>	<p>Ongoing and in year 2015/16, post implementation of new HRMIS system within National Museums Scotland</p> <p>Ongoing and in year 2015/16, post implementation of new HRMIS system within National Museums Scotland</p> <p>Ongoing and in year 2015/16, post implementation of new HRMIS system within National Museums Scotland</p>	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the TUS.</p>
Health & Safety Management Policy	Head of Human Resources	Human Resources	28/02/2015	01/02/2015	<p>No specific actions</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
Health and Wellbeing Policy	Head of Human Resources	Human Resources	30/06/2009	09/01/2015	<p>Investigate potential to record statistical information regarding protected characteristics within work-related stress absences. Thereafter, design and implement process to enable reporting of this data and annual statistical analysis.</p> <p>With regards to standing within National Museums Scotland galleries, support the implementation of actions from the Visitor Operations Working Group, which has been asked to include this as an area for consideration.</p>	<p>Human Resources Manager in liaison with HR Systems Officer.</p> <p>Human Resources Manager in liaison with Visitor Operations Management.</p>	<p>Year 2015/16.</p> <p>Year 2015/16 as set out by the Visitor Operations working group.</p>	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p>
Hours of Attendance Policy	Head of Human Resources	Human Resources	31/03/2008	13/01/2015	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>

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Induction Policy	Head of Human Resources	Human Resources	31/12/2014	09/01/2015	Investigate potential to record statistical information regarding personal characteristics in connection with return of Induction checklists at probationary stage. Investigate potential to record statistical information regarding personal characteristics in connection with attendees at Welcome Events.	Human Resources Manager in liaison with HR Systems Officer, and HR Officers who may be logging these returns. Human Resources Manager in liaison with HR Systems Officer and with members of HR team who will be administering/ delivering these events.	Year 2015/16, post implementation of new HRMIS system and once new Policy has been in use for reasonable time period to allow sufficient numbers of returns to be made. Year 2015/16, post implementation of new HRMIS system and once a sufficient number of Welcome Events have taken place to provide a good sample of employees to produce valuable statistics from.	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be reviewed once statistics on returns/attendees become available to inform if revisions are required in terms of delivery of the policy.
Industrial Action - Unauthorised Absence from Duty Policy	Head of Human Resources	Human Resources	30/06/2010	27/11/2014	No specific actions	n/a	n/a	n/a
Insurance Liability for Students on Placements with NMS Policy	Head of Human Resources	Human Resources	31/03/1993	27/11/2014	No specific actions	n/a	n/a	n/a
Managing Improvement of Performance Policy	Head of Human Resources	Human Resources	30/11/2008	11/01/2015	Review potential options for recording/reporting evidence of informal performance management PIPs via HRMIS. This will enable potential impact of policy vs individual protected characteristics to be monitored at earlier informal stage. Review of Managing Improvement of Performance policy with subsequent roll-out of management tools and information to support the consistent and effective implementation of the Policy	HR Manager in liaison with HR Systems Officer HR Department	30 April 2015 post implementation of new HRMIS system within National Museums Scotland. In accordance with National Museums HR Policy Review Schedule.	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be reviewed once more detailed statistics become available to inform if revisions are required in terms of delivery of the policy.
Maternity Leave and Pay Policy (births 3 April 2011 onwards)	Head of Human Resources	Human Resources	31/01/2011	29/01/2015	Maintain an awareness and overview of individual cases providing coaching support to both management and employee as required.	HR Team and Line Managers	On-going	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.
National Insurance Policy	Head of Human Resources	Human Resources	30/06/1999	27/11/2014	No specific actions	n/a	n/a	n/a
No Smoking Policy	Head of Human Resources	Human Resources	31/11/2010	27/11/2014	No specific actions	n/a	n/a	n/a
Outside Activities by Members of NMS Staff Policy	Head of Human Resources	Human Resources	31/05/2010	27/11/2014	No specific actions	n/a	n/a	n/a
Overtime Pay Policy	Head of Human Resources	Human Resources	28/02/2008	12/02/2015	No specific actions	n/a	n/a	n/a
Parental Leave and Pay Policy (Incorporates Shared Parental Leave option)	Head of Human Resources	Human Resources	28/02/2015	23/01/2015	To continue to record applications for Parental leave (and Shared Parental Leave going forward) so that we can continue to monitor and report on which groups of individuals are making using these policies Maintain an awareness and overview of individual cases providing coaching support to both management and employees as required.	HRM's, HRO's and line managers involved in individual cases who approve requests for Parental Leave.	On-going	It will also be subject to on-going ad-hoc monitoring in light of any individual or collective issues arising.
Partial Retirement Policy	Head of Human Resources	Human Resources	31/08/2012	06/02/2015	To review and update these policies in line with the implementation of the new pension scheme in 2015.	HR Managers	2015	The impact of this document will be monitored on an annual basis during analysis of equality statistics. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions. The review of these policies in line with new pension arrangements will automatically require a new Impact Assessment to be carried out.
Paternity Leave Policy	Head of Human Resources	Human Resources	31/01/2011	29/01/2015	No specific actions	n/a	n/a	n/a

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Payment of Pay - Advance of Pay Prior to Annual Leave - Annex A Policy	Head of Human Resources	Human Resources	28/03/1990	06/02/2015	<p>Review potential options for improved recording/reporting evidence of pay information via HRMIS (e.g. Breakdown of additional responsibility payments made). This will enable potential impact of policy vs individual protected characteristics to be monitored more effective.</p> <p>Review of pay policies with subsequent roll-out of any relevant management tools and information to support consistent and effective implementation.</p>	<p>HR Manager in liaison with HR Systems Officer, National Museums Scotland</p> <p>HR Department</p>	<p>Post implementation of new HRMIS system within National Museums Scotland.</p> <p>In accordance with National Museums HR Policy Review Schedule.</p>	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p> <p>It will also be reviewed once more detailed statistics on pay per the above become available to inform if revisions are required in terms of delivery of the policy.</p>
Payment of Pay - Advance of Salary - Season Ticket Purchase and Assistance at Granton Policy	Head of Human Resources	Human Resources	10/05/1995	06/02/2015	<p>Review potential options for improved recording/reporting evidence of pay information via HRMIS (e.g. Breakdown of additional responsibility payments made). This will enable potential impact of policy vs individual protected characteristics to be monitored more effective.</p> <p>Review of pay policies with subsequent roll-out of any relevant management tools and information to support consistent and effective implementation.</p>	<p>HR Manager in liaison with HR Systems Officer, National Museums Scotland</p> <p>HR Department</p>	<p>Post implementation of new HRMIS system within National Museums Scotland.</p> <p>In accordance with National Museums HR Policy Review Schedule.</p>	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p> <p>It will also be reviewed once more detailed statistics on pay per the above become available to inform if revisions are required in terms of delivery of the policy.</p>
Payment of Pay Policy	Head of Human Resources	Human Resources	31/08/1995	06/02/2015	<p>Review potential options for improved recording/reporting evidence of pay information via HRMIS (e.g. Breakdown of additional responsibility payments made). This will enable potential impact of policy vs individual protected characteristics to be monitored more effective.</p> <p>Review of pay policies with subsequent roll-out of any relevant management tools and information to support consistent and effective implementation.</p>	<p>HR Manager in liaison with HR Systems Officer, National Museums Scotland</p> <p>HR Department</p>	<p>Post implementation of new HRMIS system within National Museums Scotland.</p> <p>In accordance with National Museums HR Policy Review Schedule.</p>	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p> <p>It will also be reviewed once more detailed statistics on pay per the above become available to inform if revisions are required in terms of delivery of the policy.</p>
Payment of Professional Subscriptions Policy	Head of Human Resources	Human Resources	31/03/2009	06/02/2015	<p>Review potential options for improved recording/reporting evidence of pay information via HRMIS (e.g. Breakdown of additional responsibility payments made). This will enable potential impact of policy vs individual protected characteristics to be monitored more effective.</p> <p>Review of pay policies with subsequent roll-out of any relevant management tools and information to support consistent and effective implementation.</p>	<p>HR Manager in liaison with HR Systems Officer, National Museums Scotland</p> <p>HR Department</p>	<p>Post implementation of new HRMIS system within National Museums Scotland.</p> <p>In accordance with National Museums HR Policy Review Schedule.</p>	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p> <p>It will also be reviewed once more detailed statistics on pay per the above become available to inform if revisions are required in terms of delivery of the policy.</p>
Political Activity Policy	Head of Human Resources	Human Resources	28/02/2011	27/11/2014	No specific actions	n/a	n/a	n/a
Pre-Employment Criminal Record Checks Policy	Head of Human Resources	Human Resources	31/03/2009	27/11/2014	No specific actions	n/a	n/a	n/a
Public and Privilege Holidays Policy	Head of Human Resources	Human Resources	31/03/2009	09/01/2015	No specific actions	n/a	n/a	n/a
Recruitment & Selection Policy	Head of Human Resources	Human Resources	31/08/2014	21/05/2014	<p>Review equal opportunities monitoring forms and information provided to candidates with the aim of reducing the number of "prefer not to disclose" returns.</p> <p>Undertake statistical trend analysis of equal opportunities data gathered for each protected characteristic at application, selection event and job offer states of recruitment to ascertain where similarities/ differences exist in trends.</p>	<p>HR Manager</p> <p>HR Systems Officer to provide information. HR Manager to undertake trend analysis.</p>	<p>For introduction wef 1 April 2015 so 2015/16 statistical analysis should reflect increase in disclosure rates</p> <p>Autumn / Winter 2014 so consideration can be given to reasons for trends so any remedies can be put in place for 2015/16.</p>	<p>An decrease in the number of "prefer not to disclose returns".</p> <p>The flow of applicants with particular protected characteristics from applicant to selection event and offer states.</p>

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Reference Policy and Procedure	Head of Human Resources	Human Resources	31/07/2007	09/01/2015	Coach and advise where necessary to ensure references requested are being provided in a fair and consistent manner.	HR (ER&R Team)	On-going	Therefore to monitor impact, HR colleagues will maintain an awareness and overview of individual cases they become aware of, providing coaching support to managers as required.
Respect and Dignity Policy	Head of Human Resources	Human Resources	31/12/2009	25/02/2015	<p>Disability: Per actions identified and confirmed within/in relation to NMS Equal Opportunities Policy- Employment.</p> <p>Other protected characteristics: Per General Actions identified within/in relation to NMS Equal Opportunities Policy- Employment.</p> <p>Further information gathering is required to assess the extent to which/ reasons for staff not agreeing that they have been treated with fairness and respect. The 2015 Staff Survey closes on Friday 13 March 2015. These results to be reviewed/assessed and actions/an action plan identified.</p>	<p>Per actions identified and confirmed within/in relation to National Museums Scotland Equal Opportunities Policy- Employment</p> <p>Per General Actions identified within/in relation to NMS Equal Opportunities Policy- Employment.</p> <p>Human Resources Manager in liaison with OD function.</p>	<p>Per actions identified and confirmed within/in relation to NMS Equal Opportunities Policy- Employment</p> <p>Per General Actions identified within/in relation to NMS Equal Opportunities Policy- Employment.</p> <p>In accordance with overall 2015 Staff Survey Results action planning.</p>	The impact of this document will be monitored on an annual basis during analysis of equality statistics, staff survey results, exit/maternity leave questionnaires. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the TUS.
Retirement Policy and Procedure	Head of Human Resources	Human Resources	31/07/2011	06/02/2015	To review and update these policies in line with the implementation of the new pension scheme in 2015.	HR Managers	2015	<p>The impact of this document will be monitored on an annual basis during analysis of equality statistics. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.</p> <p>The review of these policies in line with new pension arrangements will automatically require a new Impact Assessment to be carried out.</p>
Right to Request Time to Train Policy and Procedure	Training and Development Manager	Human Resources	30/10/2010	24/07/2014	No specific actions	n/a	n/a	n/a
Shift Working Policy	Head of Human Resources	Human Resources	31/10/2008	19/02/2015	No specific actions	n/a	n/a	n/a
Social Media Policy	Head of Human Resources	Human Resources	17/12/2014	24/09/2014	No specific actions	n/a	n/a	n/a
Special Leave Policy	Head of Human Resources	Human Resources	28/02/2010	12/02/2015	<p>Review potential options for improved recording/reporting evidence of special leave information via HRMIS. This will enable potential impact of policy vs individual protected characteristics to be monitored more effectively.</p> <p>Review of Special Leave policy with subsequent roll-out of management tools and information to support the consistent and effective implementation of the Policy</p>	<p>Paul Grieve, HR Manager in liaison with HR Systems Officer, National Museums Scotland</p> <p>HR Department</p>	<p>Post implementation of new HRMIS system within National Museums Scotland.</p> <p>In accordance with National Museums HR Policy Review Schedule.</p>	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be reviewed once more detailed statistics on number of requests made, outcomes of requests and rationales for refusal of requests become available to inform if revisions are required in terms of delivery of the policy.
Staff on Probation Policy	Head of Human Resources	Human Resources	31/07/2008	12/02/2015	<p>Review potential options for improved recording / reporting evidence of probation period information (incl. reasons for non-completion) via HRMIS. This will enable potential impact of policy vs individual protected characteristics to be monitored more effectively.</p> <p>Review of Managing Improvement of Probationary Policy with subsequent roll-out of management tools and information to support the consistent and effective implementation of the policy.</p>	<p>Paul Grieve, HR Manager in liaison with HR Systems Officer, National Museums Scotland</p> <p>HR Department</p>	<p>Post implementation of new HRMIS system within NMS.</p> <p>In accordance with NMS HR Policy Review Schedule.</p>	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be reviewed once more detailed statistics become available to inform if revisions are required in terms of delivery of the policy.
Staff Taking Ill on Duty Policy	Head of Human Resources	Human Resources	31/12/1996	09/01/2015	No specific actions	n/a	n/a	n/a
Staff Training and Development Policy	Training and Development Manager	Human Resources	01/01/2001	24/07/2014	No specific actions	n/a	n/a	n/a

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Stress at Work Policy	Head of Human Resources	Human Resources	30/04/2007	09/01/2015	Investigate potential to record statistical information regarding protected characteristics within work-related stress absences. Thereafter, design and implement process to enable reporting of this data and annual statistical analysis. With regards to standing within National Museums Scotland galleries, support the implementation of actions from the Visitor Operations Working Group, which has been asked to include this as an area for consideration.	Human Resources Manager in liaison with HR Systems Officer. Human Resources Manager in liaison with Visitor Operations Management.	Year 2015/16. Year 2015/16 as set out by the Visitor Operations working group.	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be considered as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions.
Termination of Employment - Period of Notice Policy	Head of Human Resources	Human Resources	30/06/2012	15/01/2015	No specific actions	n/a	n/a	n/a
Travelling Costs on Relocation Policy	Head of Human Resources	Human Resources	30/04/2012	27/11/2014	No specific actions	n/a	n/a	n/a
Whistleblowing Policy for NMS Staff	Head of Human Resources	Human Resources	31/05/2005	19/02/2015	No specific actions	n/a	n/a	n/a
Work Life Balance - Career Breaks and Flexible Working Policy	Head of Human Resources	Human Resources	15/01/2015	23/01/2015	Investigate potential to record statistical information regarding personal characteristics in connection with submission of Flexible Working Arrangement requests and Career Break Applications Investigate potential to record statistical information regarding personal characteristics in connection with numbers of Flexible Working requests/Career Break Applications which are approved and declined.	HR Managers and other HR colleagues involved in dealing with or advising on Flexible Working Requests or Career Breaks. HR Systems Officer in terms of the recording of data and production of relevant reports.	Year 2015/16, post implementation of new HRMIS system within National Museums Scotland and when sufficient number of Flexible Working Requests have been received/logged to provide valuable data.	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be reviewed once statistics on requests made and outcomes of requests become available to inform if revisions are required in terms of delivery of the policy.
Working from Home Policy	Head of Human Resources	Human Resources	15/01/2015	23/01/2015	Home Working is not frequently used. If and when Home working is granted, it is dealt with and arrangements agreed locally in most cases. Continue to monitor.	HR Managers and other HR colleagues involved in dealing with or advising on home working and line manager.	Year 2015/16, post implementation of new HRMIS system.	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be reviewed once statistics on requests made and outcomes of requests become available to inform if revisions are required in terms of delivery of the policy.
Working with Children & Vulnerable Adults Policy (and Guidance for Staff)	Head of Learning & Programmes	Public Programmes	11/11/2014	18/11/2014	Include in induction for new staff Undertake training for appropriate staff.	Training & Development Manager. Head of Visitor Operations.	On-going On-going	HR will manage and monitor incidents relating to protection of children and vulnerable adults within NMS. Training & Development Manager and Head of Visitor Operations will monitor and evaluate the effectiveness of the training and induction.
First Aid Policy	Head of Visitor Operations	Visitor Experience	31/03/2009	08/03/2015	No specific actions	n/a	n/a	n/a

n.b. Where it is stated 'no specific action' in the ACTIONS column, the policy holders will still continue to monitor and review.