

STRATEGY NAME	OWNER'S DIRECTORATE	STRATEGY LAST APPROVED BY BOARD OF TRUSTEES	EqIA LAST COMPLETED	NEXT STRATEGY REVIEW TO BE COMPLETED BY	Does the Strategy have any EqIA Actions?	EqIA ACTIONS	PERSON RESPONSIBLE	TIMESCALE	How will the equality impact of this document be monitored?
Collections Development Strategy 2017 - 2022	Collections	07/06/2017	25/05/2017	07/06/2022	Y	Monitor and review through an analysis of acquisitions to ensure that protected groups are represented in the collections as we develop them.	Director of Collections and Keepers	On-going	Through analysis work of acquisitions.
Collections Research Strategy 2016 - 2020	Collections	08/06/2016	17/05/2016	08/06/2020	Y	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	Collections	26/11/2014	26/11/2014	26/11/2020	N	No specific actions	n/a	n/a	n/a
Publications Strategy 2018 - 2023	Collections	08/02/2018*	06/02/2018	08/02/2023	Y	<p>1. When Publications Committee considers whether a publication should be print or digital and it needs to take the impact of this on age and disability into account.</p> <p>2. Ensure that we provide other ways of engaging children through our content.</p>	1. Director of Collections, as Chair of the Publications Committee	On going	Annual audit at Publications Committee.
							2. Director of Public Programmes	On-going	
STEM Engagement Strategy 2018 - 2023	Collections	19/09/2018	21/06/2018	19/09/2023	Y	<p>Regular consultation with specialist advisory groups to ensure programming/exhibitions are as accessible as possible e.g. Institute of Physics "Improving Gender Balance" project, RAISE</p> <p>Collaborative projects with target audience (particularly non-visiting or underrepresented groups) to collaboratively develop content for exhibitions or programmes as appropriate to each project</p> <p>Regularly review STEM engagement strategies in line with UK and Scottish discrimination legislation and government recommendations and targets for increasing access to all audiences</p>	<p>Executive team, Learning &amp; Programmes team</p> <p>Across NMS departments as appropriate</p> <p>Executive team, Board of Trustees</p>	On-going	<p>Metrics for evaluating quality of content and evidence of impact are already in place, but will be developed further to provide more detailed and richer data for STEM engagement.</p> <p>STEM engagement team to maintain high standards of delivery and develop evaluation mechanisms in line with museum engagement best practice.</p> <p>Annual projects and targets will be evaluated using quantitative and qualitative methodologies as appropriate to the project and audience.</p>
Estate Strategy 2009 - 2019	Estates & Facilities	31/01/2009	16/05/2014	31/12/2019	N	No specific actions	n/a	n/a	n/a
Sustainable Development Strategy 2015 - 2020	Estates and Facilities	10/06/2015	08/01/2015	10/06/2020	N	No specific actions	n/a	n/a	n/a
Development Strategy 2016 - 2020	External Relations	21/09/2016	30/08/2016	21/09/2020	N	No specific actions	n/a	n/a	n/a
Digital Media Strategy 2018 - 2022	External Relations	19/09/2018	08/08/2018	19/09/2022	Y	<p>1.To ensure fair representation in all digital communications and media content.</p> <p>2. To monitor and meet the required level of accessibility standards across online platforms, online multimedia content and in-gallery screen-based content.</p> <p>3. To ensure that user testing groups include representatives of / or expressly consider the needs of protected groups.</p>	Head of Digital Media	On-going for strategy term	We will monitor in line with our current evaluation methods.
International Strategy 2013 - 2018 (next strategy in development)	External Relations	01/06/2013	21/05/2014	31/12/2018	N	No specific actions	n/a	n/a	n/a
Marketing & Communications Strategy 2018 - 2022	External Relations	09/06/2018	04/05/2018	31/05/2022	Y	To ensure fair representation in all of our promotional activity and marketing campaigns	Head of Marketing and Communications	On-going	We will monitor in line with our current evaluation methods.
National Strategy 2016 - 2020: Our Role Across Scotland	External Relations	23/03/2016	03/03/2016	23/03/2020	Y	Liaise with the Learning and Programmes Department and the Touring 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.
People & Organisational Development Strategy 2017 - 2021: Inspiring People	Human Resources	07/06/2017	09/03/2017	07/06/2021	Y	An EIA will be required to be carried out of the Action Plan (completion expected August 2017) and of individual Actions by Action Owners.	Head of Human Resources supported by ODPM	Finalised Action Plan in Summer 2017. Actions to be EQIA in line with Action completion dates.	By Action Owners, for individual actions. For the Strategy, by equality statistics, "lessons learned" by individual actions or by issues raised collectively by TUS.
Displays Strategy 2016 - 2020	Public Programmes	21/09/2016	09/09/2016	21/09/2020	Y	Actions cross reference with Exhibitions and Touring Strategy EqIA actions.	See actions column	See actions column	See actions column

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<b>Exhibitions &amp; Touring Strategy 2015 - 2020</b>	Public Programmes	23/09/2015	23/08/2015	23/09/2020	Y	<p>1. Exhibitions for All – ensure this is kept up to date with standards and legislative changes (responsibility: Displays Manager. When: when required basis)</p> <p>2. Audit the exhibitions programme to better understand areas for potential improvement to support more diverse audiences. Create and publicise a service commitment for our exhibition audiences (responsibility: Exhibitions Manager. When: by March 2016).</p> <p>3. Establish a checklist of Protected Characteristics in our exhibitions development project management framework (responsibility: Exhibitions Manager. When: by Oct 15)</p> <p>4. Be mindful of the Equality and Diversity issues and facilities at host venues when negotiating our touring exhibitions (Responsibility: Touring Exhibition Manager. When: ongoing).</p>	<p>1. Displays Manager</p> <p>2. Exhibitions Manager</p> <p>3. Exhibitions Manager</p> <p>4. Touring Exhibitions Manager</p>	<p>1. as and when</p> <p>2. March 2016</p> <p>3. October 2015</p> <p>4. As and when</p>	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.
<b>Learning &amp; Programmes Strategy 2015 - 2020</b>	Public Programmes	25/03/2015	24/11/2014	25/03/2020	Y	<i>Continue to develop initiatives to increase participation.</i>	<p>Head of Learning &amp; Programmes</p> <p>Learning Managers</p> <p>Learning Officers</p> <p>Enablers</p>	Annually	<i>The L&amp;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.</i>

POLICY NAME	OWNER'S DIRECTORATE	POLICY LAST APPROVED BY EXECUTIVE TEAM	EqIA LAST COMPLETED	Does the Policy have any EqIA Actions?	EqIA ACTIONS	PERSON RESPONSIBLE	TIMESCALE	How will the equality impact of this document be monitored?
Human Remains in Collections Policy	Collections	19/09/18*	16/05/2016	Yes	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	Collections Directorate	On-going	This will be monitored in terms of practice, as the policy is one that will be implemented.
Intellectual Property Policy	Collections	08/11/2018	26/10/2018	No	n/a	n/a	n/a	n/a
Asbestos Management Plan - Collections	Collections	26/04/2018	20/02/2018	No	n/a	n/a	n/a	n/a
Collections Care & Conservation Policy	Collections	14/05/2015	25/10/2018	No	n/a	n/a	n/a	n/a
Collections Information & Access Policy	Collections	14/05/2015	25/10/2018	No	n/a	n/a	n/a	n/a
Hazardous Materials in Collections Policy	Collections	09/09/2015	25/10/2018	No	n/a	n/a	n/a	n/a
Library Collection Development Policy	Collections	Unknown	17/12/2014	Yes	Provision of magnifying glasses and photocopiers 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.
Fire Safety Management Policy	Estates & Facilities	28/09/2017	23/08/2017	No	n/a	n/a	n/a	n/a
CCTV Code of Practice	Estates & Facilities	13/12/2016	11/11/2016	Yes	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	Heads of Departments, Visitor Services, Facilities Management and Marketing.	2015	Through Freedom of Information requests.
Vehicles & 'Driving at Work' Policy	Estates & Facilities	23/01/2018	10/01/2018	No	n/a	n/a	n/a	n/a
Acceptable Use of ICT Facilities Policy	Estates & Facilities	29/09/2012	27/03/2015	No	n/a	n/a	n/a	n/a
Allocation of ICT Equipment Policy	Estates & Facilities	18/09/2014	01/03/2018	No	n/a	n/a	n/a	n/a
Business Application Policy	Estates & Facilities	24/09/2012	01/03/2018	No	n/a	n/a	n/a	n/a
Departmental Information Security Policy	Estates & Facilities	01/02/2010	01/03/2018	No	n/a	n/a	n/a	n/a
ICT Green Policy	Estates & Facilities	24/09/2012	01/03/2018	No	n/a	n/a	n/a	n/a
ICT Network & System Security Policy	Estates & Facilities	26/11/2008	01/03/2018	No	n/a	n/a	n/a	n/a
Information Security Policy	Estates & Facilities	01/10/2012	01/03/2018	No	n/a	n/a	n/a	n/a
Donor Recognition Policy	External Relations	01/11/2013	06/02/2015	No	n/a	n/a	n/a	n/a
Gift Acceptance Policy	External Relations	31/03/2010	06/02/2015	No	n/a	n/a	n/a	n/a
Acknowledgement Policy	External Relations	15/03/2016	20/07/2016	No				
Advice Policy	External Relations	01/04/2006	08/04/2015					
Fraud Policy	Finance & Planning	09/11/2017*	25/10/2017	No	n/a	n/a	n/a	n/a
Risk Management Policy	Finance & Planning	31/08/2017*	30/08/2017	No	n/a	n/a	n/a	n/a
Sustainable Procurement Policy	Finance & Planning	28/01/2016	24/12/2015	No	n/a	n/a	n/a	n/a
Travel & Subsistence Policy	Finance & Planning	09/11/2017	26/10/2017					
Whistleblowing Policy	Finance & Planning	14/08/2014	26/07/2017	No	n/a	n/a	n/a	n/a
Data Protection Policy	Finance & Planning	13/09/2018	04/09/2018	No	n/a	n/a	n/a	n/a
Information Handling & Transfer Policy	Finance & Planning	31/05/2013	18/12/2014	No	n/a	n/a	n/a	n/a

Information Management Desktop Policy	Finance & Planning	15/08/2009	18/12/2014	No	n/a	n/a	n/a	n/a
Records Management Policy	Finance & Planning	20/03/2014	19/03/2019	No	n/a	n/a	n/a	n/a
Health & Safety Management Policy	Human Resources	06/06/18*	20/02/2018	Yes	Continual review on a case by case basis or if statutory changes.	Health and Safety Manager (also Staff)	On going	Feedback from museum staff, visitor comments and correspondence, review of relevant incidents.
Working from Home Policy	Human Resources	15/01/2015	23/01/2015	Yes	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.
Acceptance and Giving of Gifts, Rewards and Hospitality Policy	Human Resources	31/02/2008	27/11/2014	No	n/a	n/a	n/a	n/a
Additional Responsibility Policy and Procedure	Human Resources	30/04/2010	06/02/2015	Yes	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.  Review of pay policies with subsequent roll-out of any relevant management tools and information to support consistent and effective implementation.	HR Manager in liaison with HR Systems Officer, National Museums Scotland  HR Department	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. 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.  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.
Adoption Leave and Pay Policy	Human Resources	31/01/2011	29/01/2015	No	n/a	n/a	n/a	n/a
Agreement on Facilities for Industrial Relations Duties and Trade Union Activities for Non-Industrial Staff	Human Resources	31/08/1989	27/11/2014	No	n/a	n/a	n/a	n/a
Agreement on Redundancy - Principles and Procedures	Human Resources	31/08/1995	16/01/2015	Yes	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	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 this agreement will automatically require a new Impact Assessment to be carried out.
Alcohol, Drugs and Substance Misuse at Work Policy	Human Resources	26/04/2016	16/01/2015	No	n/a	n/a	n/a	n/a
Annual Leave Policy and Procedure	Human Resources	31/12/2009	09/01/2015	No	n/a	n/a	n/a	n/a
Attendance at Work - Unforeseen Circumstances Policy	Human Resources	31/01/2010	16/01/2015	No	n/a	n/a	n/a	n/a
Attendance Policy	Human Resources	30/01/2014	23/05/2014	No	n/a	n/a	n/a	n/a
Code of Conduct for Staff of National Museums Scotland	Human Resources	31/01/2009	23/01/2015	No	n/a	n/a	n/a	n/a

<b>Dependant Leave Policy</b>	Human Resources	28/02/2009	23/01/2015	Yes	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  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 Dependant Leave.	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 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.
<b>Discipline Policy &amp; Procedure</b>	Human Resources	24/11/2014	11/06/2014	No	n/a	n/a	n/a	n/a
<b>Employee Assistance Policy</b>	Human Resources	30/11/2012	23/01/2015	No	n/a	n/a	n/a	n/a
<b>Equal Opportunities - Employment Policy</b>	Human Resources	31/07/2007	28/01/2015	Yes	<b>Age:</b> age brackets in HR reports to reflect census age brackets for better comparisons <b>Disability:</b> Outcomes of VO Working Group monitored to ensure issues raised by disabled employees are considered as part of the wider picture. <b>Disability:</b> 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. <b>Pregnancy and Maternity:</b> Follow up on post-maternity leave questionnaires to allow for statistical analysis and managers supportiveness during this process. <b>Religion and Belief:</b> "other Christian denomination" to be added. <b>Sex:</b> Further detailed analysis of potential gender segregation in part-time hours / temporary contracts. <b>General Actions:</b> Develop a communications plan to reduce the "do not wish to declare" returns for	HR System Officer ER&R Manager and HR Managers HR Manager HR Manager HR Systems Officer HR Manager and HR Systems Officer HR Manager HR Manager HR Systems Officer HR Manager / HR Officers	April / May 2015 Considered by working group during Feb '14 and implemented during 14/15. May 2015  From 01/02/2015  May 2015 2015/16 Reporting Year May 2015 31/03/2015  To be introduced as part of the new HRIS ie Q1 2015/16. March 2015	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.
<b>Equal Pay Policy</b>	Human Resources	30/06/2007	25/02/2015	Yes	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.	HR Manager	n/a	n/a
<b>Flexible Working Arrangements Policy</b>	Human Resources	25/09/2014	23/01/2015					
<b>Flexible Working Hours Policy</b>	Human Resources	28/02/2009	09/01/2015	No	n/a	n/a	n/a	n/a
<b>Gender Reassignment Policy</b>	Human Resources	28/02/2008	23/01/2015	No	n/a	n/a	n/a	n/a

<p><b>Grievance Policy &amp; Procedure - including Grievance Form</b></p>	<p>Human Resources</p>	<p>31/01/2015</p>	<p>30/01/2015</p>	<p>Yes</p>	<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&amp;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>
<p><b>Health and Wellbeing Policy</b></p>	<p>Human Resources</p>	<p>30/06/2009</p>	<p>09/01/2015</p>	<p>Yes</p>	<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>
<p><b>Hours of Attendance Policy</b></p>	<p>Human Resources</p>	<p>31/03/2008</p>	<p>13/01/2015</p>	<p>No</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p><b>Induction Policy</b></p>	<p>Human Resources</p>	<p>31/12/2014</p>	<p>09/01/2015</p>	<p>Yes</p>	<p>Investigate potential to record statistical information regarding personal characteristics in connection with return of Induction checklists at probationary stage.</p> <p>Investigate potential to record statistical information regarding personal characteristics in connection with attendees at Welcome Events.</p>	<p>Human Resources Manager in liaison with HR Systems Officer, and HR Officers who may be logging these returns.</p> <p>Human Resources Manager in liaison with HR Systems Officer and with members of HR team who will be administrating/ delivering these events.</p>	<p>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.</p> <p>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.</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 reviewed once statistics on returns/attendees become available to inform if revisions are required in terms of delivery of the policy.</p>
<p><b>Industrial Action - Unauthorised Absence from Duty Policy</b></p>	<p>Human Resources</p>	<p>30/06/2010</p>	<p>27/11/2014</p>	<p>No</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>

<b>Insurance Liability for Placement Students Policy</b>	Human Resources	31/03/1993	27/11/2014	No	n/a	n/a	n/a	n/a
<b>Managing Improvement of Performance Policy</b>	Human Resources	30/11/2008	11/01/2015	Yes	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	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.
<b>Maternity Leave and Pay Policy (births 3 April 2011 onwards)</b>	Human Resources	31/01/2011	29/01/2015	Yes	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.
<b>National Insurance Policy</b>	Human Resources	30/06/1999	27/11/2014	No	n/a	n/a	n/a	n/a
<b>No Smoking Policy</b>	Human Resources	31/11/2010	27/11/2014	No	n/a	n/a	n/a	n/a
<b>Outside Activities by Members of NMS Staff Policy</b>	Human Resources	31/05/2010	27/11/2014	No	n/a	n/a	n/a	n/a
<b>Overtime Pay Policy</b>	Human Resources	28/02/2008	12/02/2015	No	n/a	n/a	n/a	n/a
<b>Parental Leave and Pay Policy (Incorporates Shared Parental Leave option)</b>	Human Resources	28/02/2015	23/01/2015	Yes	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.
<b>Partial Retirement Policy</b>	Human Resources	31/08/2012	06/02/2015	Yes	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.
<b>Paternity Leave Policy</b>	Human Resources	31/01/2011	29/01/2015	No	n/a	n/a	n/a	n/a

<p><b>Payment of Pay - Advance of Pay Prior to Annual Leave - Annex A Policy</b></p>	<p>Human Resources</p>	<p>28/03/1990</p>	<p>06/02/2015</p>	<p>Yes</p>	<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>
<p><b>Payment of Pay - Advance of Salary - Season Ticket Purchase and Assistance at Granton Policy</b></p>	<p>Human Resources</p>	<p>10/05/1995</p>	<p>06/02/2015</p>	<p>Yes</p>	<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>
<p><b>Payment of Pay Policy (see payment of pay - advance of salary etc in this spreadsheet)</b></p>	<p>Human Resources</p>	<p>31/08/1995</p>	<p>06/02/2015</p>	<p>Yes</p>	<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>



<b>Payment of Professional Subscriptions Policy</b>	Human Resources	31/03/2009	06/02/2015	Yes	<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>
<b>Political Activity Policy</b>	Human Resources	28/02/2011	27/11/2014	No	n/a	n/a	n/a	n/a
<b>Pre-Employment Criminal Record Checks Policy</b>	Human Resources	31/03/2009	27/11/2014	No	n/a	n/a	n/a	n/a
<b>Public and Privilege Holidays Policy</b>	Human Resources	31/03/2009	09/01/2015	No	n/a	n/a	n/a	n/a
<b>Recruitment &amp; Selection Policy</b>	Human Resources	31/08/2014	21/05/2014	Yes	<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>
<b>References Policy and Procedure</b>	Human Resources	31/07/2007	09/01/2015	Yes	<p>Coach and advise where necessary to ensure references requested are being provided in a fair and consistent manner.</p>	HR (ER&R Team)	On-going	<p>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.</p>

<p><b>Respect and Dignity Policy</b></p>	<p>Human Resources</p>	<p>31/12/2009</p>	<p>25/02/2015</p>	<p>Yes</p>	<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>	<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.</p>
<p><b>Retirement Policy and Procedure</b></p>	<p>Human Resources</p>	<p>31/07/2011</p>	<p>06/02/2015</p>	<p>Yes</p>	<p>To review and update these policies in line with the implementation of the new pension scheme in 2015.</p>	<p>HR Managers</p>	<p>2015</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>The review of these policies in line with new pension arrangements will automatically require a new Impact Assessment to be carried out.</p>
<p><b>Shift Working Policy</b></p>	<p>Human Resources</p>	<p>31/10/2008</p>	<p>19/02/2015</p>	<p>No</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p><b>Social Media Policy</b></p>	<p>Human Resources</p>	<p>17/12/2014</p>	<p>24/09/2014</p>	<p>No</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p><b>Special Leave Policy</b></p>	<p>Human Resources</p>	<p>28/02/2010</p>	<p>12/02/2015</p>	<p>Yes</p>	<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>	<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.</p>

<p><b>Staff on Probation Policy</b></p>	<p>Human Resources</p>	<p>31/07/2008</p>	<p>12/02/2015</p>	<p>Yes</p>	<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>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>	<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.</p>
<p><b>Staff Taking Ill on Duty Policy</b></p>	<p>Human Resources</p>	<p>31/12/1996</p>	<p>09/01/2015</p>	<p>No</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p><b>Stress at Work Policy</b></p>	<p>Human Resources</p>	<p>30/04/2007</p>	<p>09/01/2015</p>	<p>Yes</p>	<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>

Termination of Employment - Period of Notice Policy	Human Resources	30/06/2012	15/01/2015	No	n/a	n/a	n/a	n/a
Travelling Costs on Relocation Policy	Human Resources	30/04/2012	27/11/2014	No	n/a	n/a	n/a	n/a
Asbestos Management Plan - Buildings*	Human Resources	26/04/2018	14/03/2018	No	n/a	n/a	n/a	n/a
Further Education and External Study Leading to a Qualification Policy	Human Resources	01/01/2001	24/07/2014	No	n/a	n/a	n/a	n/a
Right to Request Time to Train Policy and Procedure	Human Resources	30/10/2010	24/07/2014	No	n/a	n/a	n/a	n/a
Staff Training and Development Policy	Human Resources	22/10/2001	24/07/2014	No	n/a	n/a	n/a	n/a
Career Breaks	Human Resources	15/01/2015	23/01/2015					
Flexible Working Arrangements Policy	Human Resources	25/09/2014	23/01/2015					
Working with Children & Vulnerable Adults Policy (and Guidance for staff & volunteers)	Public Programmes	11/10/2018	08/10/2018	Yes	Inclusion of Working With Children & Vulnerable Adults Policy in induction information for all staff.  Training for all relevant staff (eg VE, Enablers)  Training/support for named Child Protection Policy.	HR / Individual Managers	From start of policy  From start of policy  By March 2019	Named Child Protection Officer would report to Executive Team on an annual basis, as well as when/if issues arise.
First Aid Policy	Visitor Experience	09/05/2018	31/03/2018	No	n/a	n/a	n/a	n/a

PLAN NAME	OWNER BY JOB TITLE	OWNER'S DIRECTORATE	APPROVED BY DIRECTOR	DATE LATEST PLAN & EqIA WERE COMPLETED BY	NEXT PLAN & EqIA UPDATE DUE BY
Art and Design	Keeper of Art & Design	Collections	✓	31/03/2019	31/03/2020
Collections Services	Head of Collections Services	Collections	✓	31/03/2019	31/03/2020
Natural Sciences	Keeper of Natural Sciences	Collections	✓	31/03/2019	31/03/2020
Science & Technology	Keeper of Science & Technology	Collections	✓	31/03/2019	31/03/2020
Scottish History & Archaeology	Keeper of Scottish History & Archaeology	Collections	✓	31/03/2019	31/03/2020
World Cultures	Keeper of World Cultures	Collections	✓	31/03/2019	31/03/2020
Estates	Head of Estates	Estates & Facilities	✓	31/03/2019	31/03/2020
Facilities Management	Head of Facilities Management	Estates & Facilities	✓	31/03/2019	31/03/2020
Information & Communications Technology (ICT)	Head of Information & Communication Technology	Estates & Facilities	✓	31/03/2019	31/03/2020
Development	Head of Development	External Relations	✓	31/03/2019	31/03/2020
Digital Media	Head of Digital Media	External Relations	✓	31/03/2019	31/03/2020
Marketing & Communications Department Plan	Head of Marketing & Communications	External Relations	✓	31/03/2019	31/03/2020
National & International Partnerships	Head of National & International Partnerships	External Relations	✓	31/03/2019	31/03/2020
Corporate Policy & Performance	Head of Corporate Policy & Performance	Finance & Planning	✓	31/03/2019	31/03/2020
Information Knowledge Management	IKM Manager	Finance & Planning	✓	31/03/2019	31/03/2020
Finance & Business Support	Director of Finance & Planning	Finance & Planning	✓	31/03/2019	31/03/2020
Human Resources	Head of Human Resources	Human Resources	✓	31/03/2019	31/03/2020
Exhibitions & Displays	Senior Exhibitions Manager and Senior Displays Manager	Public Programmes	✓	31/03/2019	31/03/2020
Learning & Programmes	Head of Learning & Programmes	Public Programmes	✓	31/03/2019	31/03/2020
Visitor Operations	Head of Visitor Experience	Visitor Experience	✓	31/03/2019	31/03/2020

Last updated: 04/04/18 [JB]