

STRATEGY NAME	Equality Impact Assessment (EqIA) Last Completed	Does the Strategy have any EqIA Actions?	Equality Impact Assessment Actions	How will the equality impact of this document be monitored?
Collections Development Strategy 2017 - 2022	27/02/2020	Y	Monitor and review through an analysis of acquisitions to ensure that protected groups are represented in the collections as we develop them.	Through analysis work of acquisitions.
Collections Research Strategy 2016 - 2022	17/05/2016	Y	To make research information available in alternative formats as necessary.	The document contains six suggested measures of success.
Development Strategy 2016 - 2022	30/08/2016	N	No specific actions	n/a
Digital Media Strategy 2018 - 2022	08/08/2018	Y	1. To ensure fair representation in all digital communications and media content. 2. To monitor and meet the required level of accessibility standards across online platforms, online multimedia content and in-gallery screen-based content. 3. To ensure that user testing groups include representatives of / or expressly consider the needs of protected groups.	We will monitor in line with our current evaluation methods.
Digital Strategy 2019 - 2024	23/08/2019	Y	Each digital project will assess the impact on equalities as part of project planning. Digital projects must align with the principles of the strategy, including striving for inclusion.	Annual reporting of Digital Strategy progress to the Executive Team. Major digital projects will also report individually to the Executive Team.
Displays Strategy 2016 - 2022	09/09/2016	Y	Actions cross reference with Exhibitions and Touring Strategy EqIA actions.	See actions column
Estate Strategy 2009 - 2022	16/05/2014	N	No specific actions	n/a
Exhibitions & Touring Strategy 2015 - 2022	23/08/2015	Y	1. Exhibitions for All – ensure this is kept up to date with standards and legislative changes (responsibility: Displays Manager. When: when required basis) 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). 3. Establish a checklist of Protected Characteristics in our exhibitions development project management framework (responsibility: Exhibitions Manager. When: by Oct 15) 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).	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.
International Strategy 2013 - 2022	21/05/2014	N	No specific actions	n/a
Learning & Programmes Strategy 2015 - 2022	24/11/2014	Y	Continue to develop initiatives to increase participation.	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.
Marketing & Communications Strategy 2018 - 2022	04/05/2018	Y	To ensure fair representation in all of our promotional activity and marketing campaigns	We will monitor in line with our current evaluation methods.
National Strategy 2016 - 2022: Our Role Across Scotland	03/03/2016	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.	On relevant projects.
People & Organisational Development Strategy 2017 - 2022: Inspiring People	09/03/2017	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.	By Action Owners, for individual actions. For the Strategy, by equality statistics, "lessons learned" by individual actions or by issues raised collectively by TUS.
Publications Strategy 2018 - 2023	06/02/2018	Y	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. 2. Ensure that we provide other ways of engaging children through our content.	Annual audit at Publications Committee.
STEM Engagement Strategy 2018 - 2023	21/06/2018	Y	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 Collaborative projects with target audience (particularly non-visiting or underrepresented groups) to collaboratively develop content for exhibitions or programmes as appropriate to each project Regularly review STEM engagement strategies in line with UK and Scottish discrimination legislation and government recommendations and targets for increasing access to all audiences	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. STEM engagement team to maintain high standards of delivery and develop evaluation mechanisms in line with museum engagement best practice. Annual projects and targets will be evaluated using quantitative and qualitative methodologies as appropriate to the project and audience.
Sustainable Development Strategy 2015 - 2021	08/01/2015	N	No specific actions	n/a

POLICY NAME	Equality Impact Assessment (EqIA) Last Completed	Does the Policy have any EqIA Actions?	Equality Impact Assessment Actions	How will the equality impact of this document be monitored?
Acceptable Use of ICT Facilities Policy	05/03/2020	N	n/a	n/a
Acceptance and Giving of Gifts, Rewards and Hospitality Policy	27/11/2014	N	n/a	n/a
Agreement on Facilities for Industrial Relations Duties and Trade Union Activities for Non-Industrial Staff. Soon to be replaced by a 'Facilities Time Policy' launching in 2021.	27/11/2014	N	n/a	n/a
Alcohol, Drugs and Substance Misuse at Work Policy	18/09/2020	N	n/a	n/a
Asbestos Management Plan - Buildings* (currently under review 2021)	14/03/2018	N	n/a	n/a
Asbestos Management Plan - Collections*	01/02/2021	N	n/a	n/a
Attendance Policy	06/02/2020	Y	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored by HR as part of the "lessons learned" of any individual recruitment campaigns, trend analysis from equalities monitoring or issues raised on a collective basis by the trade unions.
Career Breaks	27/10/2020	Y	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored based upon feedback from colleagues and managers. The "lessons learned" from any individual casework or issues raised on a collective basis by the trade unions will also be taken into account. The regular mainstreaming report will allow analysis of trends over time.
CCTV Code of Practice	13/06/2019	Y	Monitor & review Investigate how an organisation can make individuals aware that CCTV is in use if they have a visual impairment.	Through Freedom of Information requests, subject access requests, staff grievances and other complaints.
Code of Conduct (for staff)	30/05/2019	N	n/a	n/a
Collections Care & Conservation Policy	01/02/2021	N	n/a	n/a
Collections Information & Access Policy	01/02/2021	N	n/a	n/a
Data Protection Policy	21/01/2021	N	n/a	n/a
Discipline Policy	07/10/2019	N	n/a	n/a
Donor Recognition Policy	11/11/2020	N	n/a	n/a

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Equality, Diversity and Inclusion in Employment Policy	20/01/2020	Y	<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>	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.
Family Leave Policy	24/09/2019	Y	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	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.
Fire Safety Management Policy	23/08/2017	N	n/a	n/a
First Aid Policy	15/03/2021	N	n/a	n/a
Flexible Working Arrangements Policy	27/10/2020	Y	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored based upon feedback from colleagues and managers. The "lessons learned" from any individual casework or issues raised on a collective basis by the trade unions will also be taken into account. The regular mainstreaming report will allow analysis of trends over time.
Fraud Policy	12/03/2021	N	n/a	n/a
Gift Acceptance Policy	28/08/2019	N	n/a	n/a
Grievance Policy & Procedure - including Grievance Form	07/10/2019	Y	<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>	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.
Hazardous Materials in Collections Policy	01/02/2021	N	n/a	n/a
Health & Safety Management Policy	20/02/2018	Y	Continual review on a case by case basis or if statutory changes.	Feedback from museum staff, visitor comments and correspondence, review of relevant incidents.
Human Remains in Collections Policy	16/05/2019	Y	<p>To make information available in alternative formats as necessary;</p> <p>To ensure that processing requests is as open and transparent as possible.</p>	This will be monitored in terms of practice, as the policy is one that will be implemented. Ad hoc in relation to timing of requests.
Induction Policy	17/09/2020	Y	<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>	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.
Information Security Policy	05/03/2020	N	n/a	n/a
Intellectual Property Policy	01/02/2021	N	n/a	n/a
Leave Policy	17/09/2020	Y	<p>To continue to record applications for Dependant and Special leave so that we can continue to monitor and report on which groups of individuals are making use of this policy.</p> <p>Maintain an awareness and overview of individual cases providing coaching support to both management and employees as required.</p> <p>Decisions regarding special leave and dependant leave applications are made by the HR Department with an appeal process provided should a request be refused.</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.
No Smoking Policy	15/01/2020	N	n/a	n/a
On-Call Policy	24/09/2019	Y	Human Resources and managers who manage on-call rota monitor the operation of on-call arrangement.	Through the observations of employees and managers operating on-call rotas. From informal and formal (grievance) complaints from employees. From feedback from TUS representatives. From feedback from HR Managers supporting specific business areas.
Outside Interests Policy	05/11/2020	N	n/a	n/a

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Payment of Pay Policy	24/09/2019	Y	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. Review of pay policies with subsequent roll-out of any relevant management tools and information to support consistent and effective implementation.	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.
Probation and Performance Management Policy and Procedure	06/02/2020	Y	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. 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.	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.
Records Management Policy	21/01/2024	N	n/a	n/a
Recruitment & Selection Policy	07/02/2020	Y	Review equal opportunities monitoring forms and information provided to candidates with the aim of reducing the number of "prefer not to disclose" returns. 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.	An decrease in the number of "prefer not to disclose returns". The flow of applicants with particular protected characteristics from applicant to selection event and offer states.
Respect and Dignity Policy	06/02/2020	Y	Disability: Per actions identified and confirmed within/in relation to NMS Equal Opportunities Policy- Employment. Other protected characteristics: Per General Actions identified within/in relation to NMS Equal Opportunities Policy- Employment. 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.	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.
Risk Management Policy	30/08/2017	N	n/a	n/a
Social Media Policy (To be replaced with a 'Digital Media Policy' in 2021)	24/09/2014	N	n/a	n/a
Staff Training and Development Policy (currently under review 2021)	24/07/2014	N	n/a	n/a
Stress at Work Policy	03/11/2020	Y	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.	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.
Sustainable Procurement Policy	24/12/2015	N	n/a	n/a
Transgender Policy	28/10/2020	N	n/a	n/a
Travel & Subsistence Policy	26/10/2017	N	n/a	n/a
Vehicles & 'Driving at Work' Policy	01/04/2021	Y	Monitor and review.	To continue to monitor (case by case) any adjustments that are put in place relating to protected characteristics and in liaison with Human Resources take any appropriate action.
Wellbeing at Work Policy	29/10/2020	Y	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.	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.
Whistleblowing Policy	12/03/2021	N	n/a	n/a
Working from Home Interim Policy	31/08/2020	N	n/a	n/a
Working with Children & Vulnerable Adults Policy (and Guidance for staff & volunteers)	08/10/2018	Y	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.	Named Child Protection Officer would report to Executive Team on an annual basis, as well as when/if issues arise.

DEPARTMENT PLAN NAME	OWNER BY JOB TITLE	DATE LATEST PLAN & EqIA WERE COMPLETED BY	NEXT PLAN & EqIA UPDATE DUE BY
Art and Design	Keeper of Art & Design	31/03/2021	31/03/2022
Collections Services	Head of Collections Services	31/03/2021	31/03/2022
Corporate Policy & Performance	Head of Corporate Policy & Performance	31/03/2021	31/03/2022
Development	Head of Development	31/03/2021	31/03/2022
Digital Media	Head of Digital Media	31/03/2021	31/03/2022
Estates	Head of Estates	31/03/2021	31/03/2022
Exhibitions & Design	Head of Exhibitions & Design	31/03/2021	31/03/2022
Facilities Management	Head of Facilities Management	31/03/2021	31/03/2022
Finance & Business Support	Director of Finance & Planning	31/03/2021	31/03/2022
Human Resources	Director of People	31/03/2021	31/03/2022
Information & Communications Technology (ICT)	Head of Information & Communication Technology	31/03/2021	31/03/2022
Information Knowledge Management	IKM Manager	31/03/2021	31/03/2022
Learning & Engagement	Head of Learning & Engagement	31/03/2021	31/03/2022

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Marketing & Communications	Head of Marketing & Communications		31/03/2021	31/03/2022
National & International Partnerships	Head of National & International Partnerships		31/03/2021	31/03/2022
Natural Sciences	Keeper of Natural Sciences		31/03/2021	31/03/2022
Science & Technology	Keeper of Science & Technology		31/03/2021	31/03/2022
Scottish History & Archaeology	Keeper of Scottish History & Archaeology		31/03/2021	31/03/2022
Visitor Operations	Head of Visitor Experience		31/03/2021	31/03/2022
World Cultures	Keeper of World Cultures		31/03/2021	31/03/2022

Please note: where it is stated 'no specific action' in the ACTIONS column, the document holders will still continue to monitor and review equality impact on an on-going basis.