

# **Mainstreaming the Equality Duty in National Records of Scotland**

30 April 2013

## Foreword by Tim Ellis, Chief Executive



I am pleased to introduce the first NRS Mainstreaming Equality Report.

NRS is a relatively new Department, created in 2011 by the merger of General Register Office for Scotland and the National Archives of Scotland. Work continues on bringing our policies and processes together, including equality, which is reflected in some of the actions listed in our Equality Outcomes.

This report seeks to demonstrate how NRS embeds equality, not only in our own functions, but those of others. We do this through some of the services we provide:

- The population statistics that NRS publishes help central, local government and others plan key services.
- Information from the registration process of births, deaths and marriages provides a wealth of information against the protected characteristics, which assists improved medical research and health services.
- By ensuring that public authorities produce and implement records management plans, people and bodies who have records generated about them will benefit from improved records management practice, including improved retention and disposal practices.

NRS will provide an update of this report on 30 April 2015.

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## 1. Introduction

This report describes the functions of National Records of Scotland (NRS) and how in carrying out these functions the Department currently mainstreams and promotes equality. A collaborative piece of work, each Division has provided an entry to demonstrate that in the exercise of their functions NRS has due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

As NRS staff have Scottish Government terms and conditions, gender pay gap information and a statement on equal pay and occupational segregation will be included in the Scottish Government's Mainstreaming Report. This information can be found on their website at:

[www.scotland.gov.uk/Topics/People/Equality](http://www.scotland.gov.uk/Topics/People/Equality)

The NRS Equality Outcomes can be found on our website at:

[www.nas.gov.uk/about/corporate.asp](http://www.nas.gov.uk/about/corporate.asp)

## 2. About us

On 1 April 2011, the General Register Office for Scotland (GROS) merged with the National Archives of Scotland (NAS) to become National Records of Scotland (NRS).

NRS is part of the devolved Scottish Administration. It is headed by a Chief Executive who encompasses the non-ministerial offices of Registrar General for Scotland (RG) and Keeper of the Records of Scotland (Keeper). The Registrar General for Scotland is responsible for the registration of births, marriages, civil partnerships, deaths, divorces, and adoptions. NRS also runs the census on behalf of the RG and uses census and other data to publish information about population and households. The Keeper is responsible for selecting, preserving and making available the national archives of Scotland, and administers the Public Records (Scotland) Act 2011.

As at 30 January 2013, NRS had 406 staff based in offices throughout Edinburgh and an office in Dumfries.

The following paragraphs detail how we integrate equality into day to day working, our functions and the services that we provide.

## 3. Census and Statistics

The census has collected information about the population of Scotland every 10 years since 1801 (except in 1941 when no census was taken due to the Second World War). Census information is needed to help government develop policies and initiatives, for local authorities to plan services and to make effective use of resources that benefit the people of Scotland.

Key users of census information include central and local government, academia and organisations undertaking research, the private, business and voluntary sectors and the general public.

Detailed statistics from the census describe the characteristics of an area, such as how many men and women there are and their ages, ethnic group, education level and a broad range of other

characteristics. The statistics provide a rich picture of Scotland's population by understanding the similarities and differences in the population's characteristics both locally and nationally.

NRS collects and publishes a wealth of information about the people of Scotland such as births, deaths, marriages, civil partnerships and migration. These statistics are used by the Scottish Government, local authorities and others to inform policies and also to help in planning; i.e. to determine the number of school spaces, houses and hospitals that may be required.

### **3.1 Census**

During the planning and development phase in the run up to the 2011 Census, there was extensive consultation and discussions with equality groups over the content of the questionnaire, and to ensure accessibility by all and involvement from all parts of the population. Specific work was done with blind and partially sighted people, deaf and blind people, gypsy travellers and representative from faith groups. We worked to ensure that the questions which were asked were acceptable to as wide a range of people as possible and that they would provide the information required by users and by the communities themselves. In addition there was an extremely comprehensive review of ethnic group questions and classifications which NRS ran over a period of 5 years in partnership with Scottish Government.

During the enumeration phase community liaison played an important part with considerable effort put into maintaining contact with and supporting a range of equality groups (for example, provision of census questions in BSL video form and a real time three way interpretation service). The full EQIA for the 2011 Census can be found at <http://www.gro-scotland.gov.uk/files2/the-census/policy/2011-census-equality-impact-assessment.pdf>.

We are now in the output phase of the census programme and continue to work to ensure that our outputs are accessible to all and provide the vital information which is necessary to inform both the current picture of the size and geographic spread of those with protected characteristics and to enable many other policies to adequately consider equality issues.

### **3.2 Beyond 2011 Programme**

Going forward we are now considering the best method for producing social and demographic information on Scotland's population which will meet our users needs. In September 2012 we embarked upon a series of engagement sessions to raise awareness of this work which is called the Beyond 2011 Programme. These sessions allow for detailed discussion on user needs and requirements for producing small area population and socio-demographic (SAPSODE) statistics/information. Through these sessions we aim to contact as many users as possible, especially equality groups, to determine what impact any changes to the current method of collecting this data may have e.g. moving away from an enumeration-led census and using an increased level of administrative data.

We have contacted data users through a variety of ways<sup>1</sup> including equality specific distribution lists. Equality specific events were also advertised on eventbrite and via our mailing list and equality groups were given an option to speak to us directly. In addition, events were advertised in MEMO (religion specific mailing list). Formal consultation was launched on the 18<sup>th</sup> March 2013 and will be distributed to all of our contact lists and will also offer the option of alternative formats and also electronic online completion. Write-ups from the events and presentations will be published online to allow the wider public to understand the engagement process. NRS also offers alternative formats on request.

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<sup>1</sup> Including ScotStat, PAMS, Scottish Government, Local Authorities, Health Boards, Academics, Statistical mailing lists, COSLA, Census mailing lists and Knowledge Hub.

### **3.3 Other demographic statistics**

Many of our regular published statistics are broken down by equality characteristics. For example we publish information about:

- Births, including the numbers broken down by the mother's age, area of residence and country of birth, the father's age and country of birth, and the parents' marital status;
- stillbirths, including the numbers broken down by the mother's age and area of residence, the parents' marital status, and the cause of death
- infant deaths, including the numbers broken down by the infant's sex and the cause of death.

In recent years, we have expanded the range of statistical information that is available on our website by adding several new web sections including deaths from certain causes, new tables on the numbers of births and deaths broken down in various ways, and extensive additional documentation and background information about the basis of our statistics.

Since the start of 2012, the person who registers a death is asked whether he/she is willing to provide the Registrar General with information about the ethnic group of the deceased for use only to produce statistics, to share with the NHS, and in research to help improve health services. We presented a summary of the results for January to June 2012 at an Ethnicity and Health Research Conference in Edinburgh in November 2012, and will publish the results for 2012 as a whole on our website in August 2013. Since the start of 2013, when any births are registered, registrars now ask for information which was previously obtained only when births to married couples were registered. This allows us to produce more comprehensive and reliable statistics and data for (e.g.) academic research into fertility.

### **3.4 Contribution to Academic Research**

Much of our data is also used by other parts of Government and by academics for research involving various equality groups. We send records of individual births, stillbirths and deaths to NHS Boards and the Information Services Division of NHS National Services Scotland, for administrative and analytical purposes. We have supplied extracts of relevant vital events data for use in many research projects, some of which have been running for many years - for example, the Childhood Cancer Study (Oxford University), the National Confidential Inquiry Into Suicide (Manchester University), and the National Programme on Substance Abuse Deaths (St George's Hospital, London University). Others are "occasional" or "one-off" studies, such as a study of Child Epilepsy (Royal College of Paediatrics and Child Health), the Infant Feeding Survey (which is conducted for the Health Departments) and the Palliative Care survey (which was conducted for Audit Scotland).

We provide support for the Scottish Health and Ethnicity Linkage Study (SHELS). SHELS is collaboration between the University of Edinburgh, Information Services Division within the NHS and National Records of Scotland. This project involves the linkage of Census 2001 data (which contains ethnic group information) to various health data, such as hospital episodes, maternal health data and cancer registrations. This allows researchers to look at health outcomes across different groups to improve our understanding of the health issues faced by specific ethnic groups. NRS's contribution to the project includes the provision of Census 2001 data, the hosting of a 'safe-haven' in which approved researchers can analyse anonymised record level data, and the disclosure checking of any tables to ensure individuals cannot be identified.

## **4. Records and Archives**

NRS selects records of permanent historical value, preserving and conserving those records, and cataloguing them so that they can be made available to the public. NRS also has an important advisory role, leading on the development of guidance for the new Public Records (Scotland) Act 2011 and advising government bodies, the courts, private and corporate owners about their record-keeping responsibilities.

NRS works with stakeholders to increase the number of public authorities complying with the Public Records (Scotland) Act 2011 (PRSA) each year, by ensuring the submission of a Records Management Plan (RMP) from named authorities for agreement by the Keeper of the Records of Scotland (the Keeper), and where relevant, we contribute to the wider Government aim of acting on the recommendations of the 2007 Historical Abuse Systemic Review (Shaw Report).

NRS cataloguers work to create catalogues that reflect the information contained in the records of courts, corporate and private bodies that reflect the diversity of Scottish society and in turn relate to all the protected characteristics.

By creating these catalogues we promote the use of the records both by internal and external stakeholders, for example the research community, the general public and our own outreach services. This encourages a greater understanding of those communities with protected characteristics. This work has included identification of records concerning the slave trade (with subsequent publications and exhibitions).

### **4.1 Public Records (Scotland) Act**

In order to assess how the PRSA proposals would impact on different sectors of the population, the Public Records (Scotland) Bill (PRSB) team undertook an Equality Impact Assessment (EQUIA) in September 2010. The EQUIA set out the policy of the PRSB and detailed how evidence was sought from equality groups by collecting evidence through meaningful and direct engagement. In doing so the Bill Team reached an informed decision that there was no detectable adverse impact on minority groups. The EQUIA considered the full range of Scottish Government activities, strategies, functions, policies, legislation and processes and sought to examine issues around age, disability, gender, lesbian, gay, bisexual & transgender, race and religion and belief.

Better management of records will lead to more effective information retrieval so all groups would see a positive impact. It was possible to show that the Bill would have a particularly positive impact across those equality groups who are likely to have more records generated about them by public authorities. Examples included the elderly and disabled, lesbian, gay, bisexual and transgender people, people of different race, religion and belief, those receiving social care or young people who have been in the care system being. However the policy is not about specifying what records should be created, rather about how the records which exist should be managed.

The Act was implemented from 1 January 2013. It requires named public authorities to produce and implement a records management plan, based on a model produced by the Keeper. The Keeper will approve individual plans and will scrutinise their implementation. Private and voluntary organisations which deliver functions on behalf of public authorities will also be involved in delivery as the records relating to those functions will need to be managed in line with the commissioning authority's plan. It is therefore the case that people and bodies who have records generated about them will benefit from improved records management practice, including improved retention and disposal practices. This means that everyone in Scotland would benefit to some measure.

## 4.2 National Confidential Forum Reference Group

In support of the above and to assist the Scottish Government meet its stated aim to comply with many of the recommendations of the 2007 report on the Historical Abuse Systemic Review (Shaw Report) the NRS PRSA Implementation Team contributes and provides advice on records and archive issues to the National Confidential Forum Reference Group (NCF). The NCF appears as a component of Victims and Witnesses Bill laid before the Scottish Parliament on 6 February 2013. The NCF aims,

- (a) To provide means for persons who were placed in institutional care as children to describe in confidence
  - (i) experiences of that care,
  - (ii) Any abuse experienced during the period spent in that care,
- (b) To acknowledge testimony by enabling it to be given at hearings established by NCF or by written or other means,
- (c) Based on testimony received—
  - (i) To identify any patterns and trends in the experiences of persons placed in institutional care as children (including the causes, nature, scale and circumstances of any abuse experienced), and
  - (ii) To make recommendations about policy and practice which NCF considers will improve institutional care (including by protecting children from, and preventing or reducing the incidence of, abuse),
- (d) While preserving the anonymity of participants, establishments providing institutional care and other persons, to prepare reports of the testimony it receives and its recommendations in relation to them,
- (e) To provide information about advice and assistance available to persons *giving*, or proposing to give, testimony.

## 4.3 SG Care Home Database Project

In further support of the Scottish Government's aim to comply with the recommendations of the Shaw report, the NRS PRSA Implementation team contributes and provides advice to the SG Care Home Database Project (CHDP). The CHDP aims to:

- Establish and maintain a resource centre with information about historical children's residential services in general;
- Establish and maintain a database of all past and present children's residential establishments in Scotland
- Developing and maintain an index for locations where children's residential services records are held.

The CHDP will create a web resource which will act as a gateway to support care leavers and their families gain access to records and resources that will help make sense of the past, and to see where their story fits into the broader historical context. The website will contain reference to archives and historical records about past and present providers of care in Scotland, including photographs and digitised newspaper articles, links to support services and other resources. Part of this proposal is an oral history project to encourage former residents of care to record their experiences for the historical record. NRS Implementation Team is providing expert advice on this particular aspect of the project.



## 4.4 Government Records

NRS works closely with clients to appraise and select records, both in paper and electronic formats, which should be permanently preserved for historical research, legal and other purposes. Selection criteria include the Policy on Selection of Government Records: this Policy notes that government records include records of individual rights and obligations, and provide accountability and transparency to the citizen. The overall aim of the selection criteria outlined in the Policy 'is to provide an accurate reflection of the government of Scotland, how it functions and the impact its actions have on the citizen and the environment'<sup>2</sup>. Clients include the Scottish Government and Scottish Parliament, Public Inquiries, and other bodies subject to the Freedom of Information (Scotland) Act 2002 and listed in the Public Records (Scotland) Act 2011 (PRSA), together with some UK bodies which are wholly or mainly concerned with Scotland. The records of these bodies contain information relating to all the protected characteristics, in particular relating to the formulation of new policies, new legislation, and the operation of existing policies. NRS selects those records which show the interaction of these policies with individuals, communities and the physical environment. Client managers maintain a continuous review of operational selection decisions and advice to clients on identifying records worthy of permanent preservation to reflect the requirements of PRSA and the Equality Act.

NRS promotes access to government records for Scotland's citizens through the creation of searchable online catalogue descriptions which are fair and accurate reflections of record content. The descriptions take into account any sensitivities relating to protected characteristics. We also compose online guides to record groups to assist researchers, answer enquiries from members of the public where specialist knowledge of the records is required, and highlight important new acquisitions by means of website stories. Access is also promoted by large-scale digitisation projects and catalogue enhancement, and NRS is currently exploring alternative funding or resource options, (e.g. use of volunteers as part of wider volunteer strategy). The promotion of access increases citizens' engagement with government information, guarantees rights which are recorded by government bodies, and encourages research on the historical treatment of protected characteristics.

Client managers ensure the security of information within public records to prevent against accidental release of unsuitable information, particularly information relating to protected characteristics.

## 4.5 Court and Legal Records

NRS liaises with the Scottish Courts Service, the Crown Office, and Registers of Scotland to appraise and select records, both paper and electronic, which should be permanently preserved. These are selected in accordance with the NRS policy for collecting court and legal records,<sup>3</sup> for historical research and for the administration of justice, the protection of legal rights and to identify the obligations of the citizen. The records of these bodies contain information relating to all the protected characteristics.

NRS cataloguers work to create catalogues that reflect the information contained in the records of courts, corporate and private bodies that reflect the diversity of Scottish society and in turn relate to all the protected characteristics

By creating these catalogues we promote the use of the records both by internal and external stakeholders, for example the research community, the general public and our own outreach services. This encourages a greater understanding of those communities with protected

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<sup>2</sup> Policy on Selection of Government Records paragraph 3.2

<http://www.nas.gov.uk/recordKeeping/governmentRecordsSelectionPolicy.asp>

<sup>3</sup> National Records of Scotland Policy for Collecting Court and Legal Records (2013)

characteristics. This work has included identification of records concerning the slave trade (with subsequent publications and exhibitions).

#### **4.6 Private Records**

NRS collects documents from numerous corporate and private record creators in accordance with the NRS Private Records Collection policy.<sup>4</sup> These are for historical research and contain information relating to many of the protected characteristics. They include records of looked-after children and of the LGBT community.

#### **4.7 National Register of Archives for Scotland (NRAS)**

NRAS acts to identify and record information about archives of historical interest held privately. This work is to promote historical research. The surveying work of NRAS covers a diverse range of religious groups, including the Episcopalian and Islamic communities.

### **5. Registration of Vital Events**

NRS is responsible for a broad range of civil status records touching on key aspects of personal identity. This includes the registration of births, deaths and stillbirths, marriages and divorces, civil partnerships and their dissolution, gender recognition and adoptions. We are also responsible for the statutes relating to the legal preliminaries to marriage and civil partnership, and their solemnisation and registration, as well as processes and IT systems which enable the electronic capture and distribution of information.

In all of its registration work, NRS ensures the needs of those with protected characteristics are met. In engaging with family law colleagues leading the Marriage and Civil Partnership Bill, for instance, we have striven to develop options for the development and authorisation to solemnise/register marriages and civil partnerships which embed equality for both same and opposite sex couples at each stage of the process.

Similarly, in our work to implement registration aspects of the Certification of Death (Scotland) Act, we are working to design processes which actively recognise, and incorporate, the needs of faith and cultural groups with a stake in the death certification process. This work centres on ensuring faith groups who need access to rapid funeral services are not disadvantaged by the introduction of delays to registration by medical examination of around 25% of registered deaths. We are also working with colleagues in public health to ensure categories of informant with a protected characteristic (such as those people with a disability) are included in thinking around categories of exemption for the proposed medical review fee.

In addition, NRS has recently begun to collect ethnicity data during the death registration process for the purposes of improving medical research and health services for minority ethnic people. In this way we continue to develop our processes and services in a way which is mindful of the needs of people with protected characteristics, and which respects informants' privacy and choice to participate.

We also work to ensure oversight of authorised marriage celebrants is equal and even-handed, treating members of all religious groups and other authorised celebrants with similar levels of respect and attention; work with partners to disrupt sham marriage in Scotland in a culturally respectful manner; and address the registration needs of people with protected characteristics in as sensitive

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<sup>4</sup> National Records of Scotland policy on the acquisition and transfer of private records

and effective a way as possible. Registration Division is proud of its ongoing contribution to the mainstreaming of equality duties within NRS and Scottish Government as a whole.

## **6. Extracts and Historical Research**

NRS has a statutory duty to make the indexes of the vital events like births, deaths and marriages and the open Scottish Census available to the Public upon payment of a fee agreed by the Scottish Parliament and to allow copies to be made of these events for a prescribed charge. We also have a variety of family history records that we make available to our customers through our various websites, or in our search rooms which can be viewed in digital format or by requesting the original documents.

NRS makes the vital events and a variety of digitised family history records available through its pay-per-view website at [www.scotlandspeople.gov.uk](http://www.scotlandspeople.gov.uk), search rooms at the ScotlandsPeople centre in Edinburgh and at local family history centres. Our historical search rooms also provide access to our archive records in both digital format and the original documents. ScotlandsPeople maintain Facebook and Twitter web pages which allow customers to interact and post general queries.

When designing our websites, we strive for compliance with display screen standards to ensure that people with poor visibility can readily view the web pages. All NRS websites comply with level "AA" under Web Content Accessibility Guidelines (WCAG) 1 standards or have accessible alternatives under WCAG2

Our search rooms in Edinburgh have disabled access, and there is specialist software available to magnify the images on the computer screens, which can be used in conjunction with specially designed easy to view keyboards. Induction loops are available at our enquiry desks. We welcome helpers or guide dogs who may assist disabled customers. In a recent survey of Historical Search Room customers, 93% rated the overall service as *Very Good* or *Good*.

Where customers to the Historical Search Room require access to original documents we offer a remote ordering service to make journeys to General Register House as productive as possible.

More recently, NRS have linked up local family history centres to the ScotlandsPeople suite of family history records. Full consultation with Local Authorities took place and so far centres have opened in Glasgow, Kilmarnock and Hawick and new centres are planned for Inverness and Perth. Local centres offer improved, cheaper, local access to the records.

We have quarterly search room user group meetings attended by representatives of our customers. Following a survey during 2012, staff established a customer focus group who have worked to improve the customer experience by monitoring all new customers and offering extra help, by systematically walking round and offering advice to customers and by providing more detailed information to customers when they arrive in relation to the facilities available in the search rooms.

We also run Education services that provide access to records to younger people. The range of courses and modules that we offer support the Scottish curriculum and are designed to be offered in a number of different ways to suit the needs of the customer, either visiting in person, using resources that we have created or via video conference to reduce travel requirements and to increase the scope of schools we can work with.

## **7. NRS Staff and Employment**

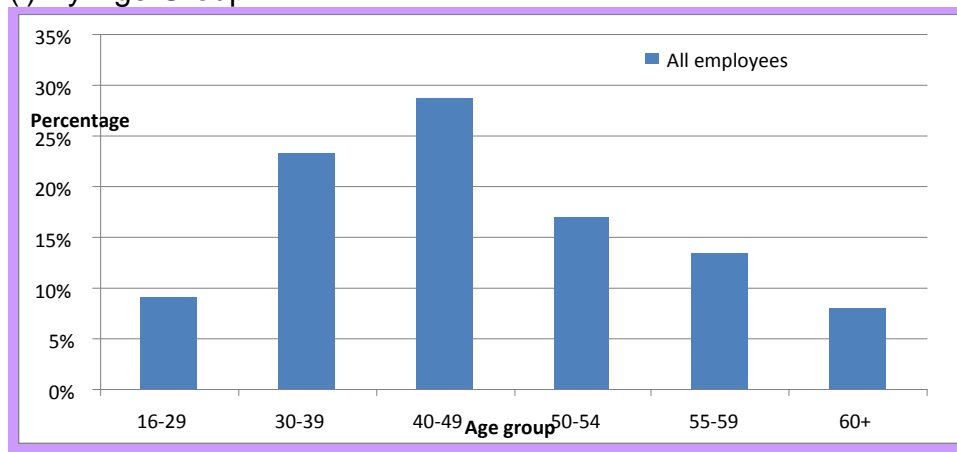
### **7.1 NRS Staff**

NRS is a non ministerial department. Our HR service is provided by the Scottish Government (SG). Our staff have SG terms and conditions of employment and we follow SG HR processes and policies

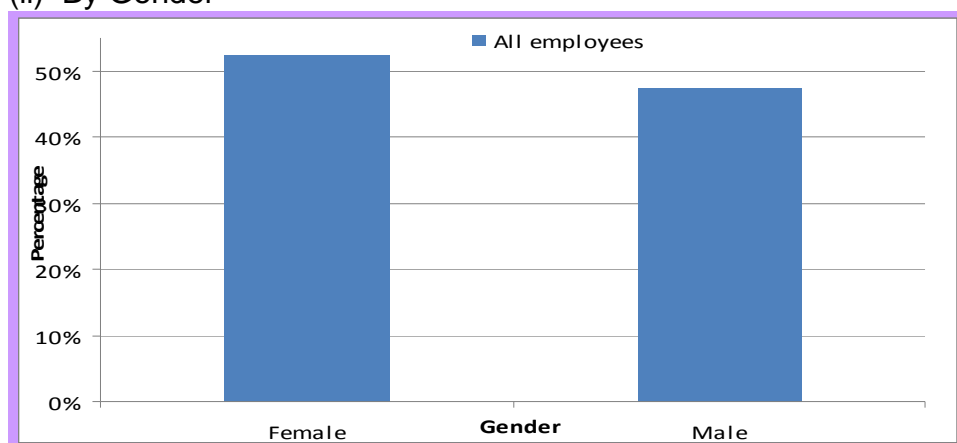
including the policy on equal opportunities which states that “All staff should be treated equally irrespective of their sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, employment status, gender identity (transgender), caring responsibility, or trade union membership”.

All staff information is held in the SG electronic human resources system (e-HR). The system allows staff to update their own information and provides NRS Senior Management with employee statistics. These statistics are used to provide information on the diversity of our employees including\*:

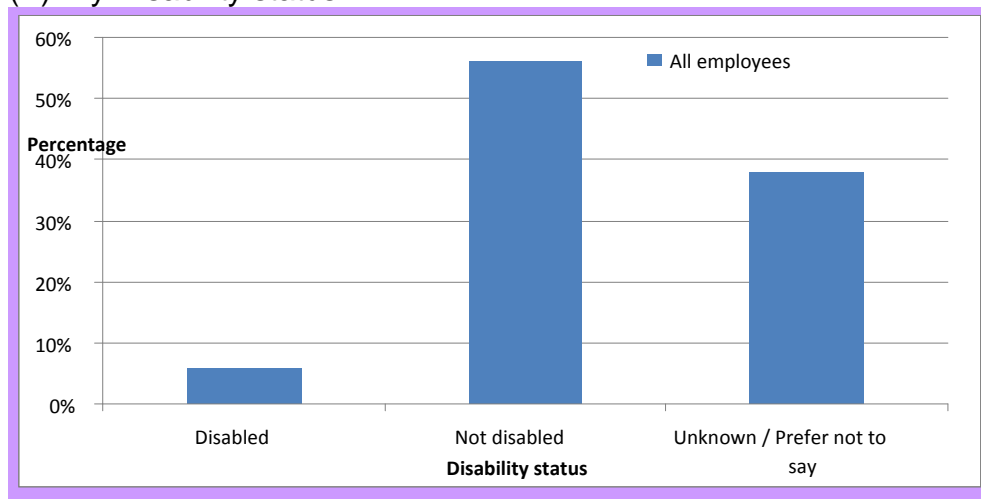
(i) By Age Group



(ii) By Gender



(iii) By Disability status



\* Statistics as at 30 January 2013

The statistics also help us to identify and work with SG to act upon potential areas of discrimination.

Our workforce analysis is published annually in the NRS Annual Report & Accounts which can be found on our web page at:

<http://www.gro-scotland.gov.uk/aboutgros/grosra/index.html>

## 7.2 Staff survey

Every year NRS staff participate in the Civil Service wide Employee Survey. The purpose of the survey is to obtain employee views about various aspects of working in the Scottish Government and NRS. It looks to identify what works well and what could be improved with a particular focus on employee engagement. The Survey provides us with information that can help NRS develop appropriate action to make us a more effective organisation recognising the acknowledged benefits of having an engaged workforce.

Employee engagement is shaped by experiences at work and is measured against nine themes in the survey. NRS scored well against the theme of “Inclusion and Fair Treatment” with 77% of staff agreeing that they are treated fairly at work and 64% agreeing that NRS respects individual differences (e.g. cultures, working styles, backgrounds and ideas etc).

This year our engagement index score was 52%. Results have been shared with all staff who are now organising their own Business Improvement Teams to devise an Action Plan which Senior Management will then implement, taking forward suggestions and ideas for continuous improvement.

A copy of the NRS Staff Survey results can be found on our web page at:

<http://www.gro-scotland.gov.uk/aboutgros/nrs-employee-engagement.html> and  
<http://www.nas.gov.uk/about/employeeSurvey.asp>

## 7.3 Resourcing

When recruiting or filling posts, NRS works with the SG Resourcing Policy and, together with SG, aim to employ a diverse workforce that reflects the people of Scotland. As well as offering permanent employment, NRS offers a variety of employment opportunities and experiences. These include:

- Student Placements

NRS offers year-long placements aimed at giving experience to people who intend to undertake an archive diploma course or are undertaking the course by distance learning. We have also worked with Napier University in providing ICT placements for those who are pursuing a career in web and systems development.

- Modern Apprentices

Through Skills Development Scotland, NRS externally recruits unemployed 16-24 year olds to modern apprenticeships. This is a year long mentoring and support programme which leads to a permanent opportunity.

- Student Work Experience Programme

Each year, NRS works with Edinburgh, East Lothian and Borders Councils to provide young people in schools in these areas with a work experience opportunity. The experience helps them to develop a better understanding of the world of work and allows students to sample a job in an area of interest to them and to experience life in the workplace, through direct observation and hands on experience. It is also designed to broaden young people's horizons, increase self-confidence and improve their career prospects.

## **7.4 SG Diversity Networks**

NRS Staff have access to and are encouraged to participate in the following SG Diversity Networks:

- Lesbian, Gay, Bisexual and Transgender Network
- Carers,
- Alternative Working Patterns,
- Disability,
- Chronic fatigue,
- Senior Women

## **8. NRS Budget Management**

### **8.1 Budget Process**

NRS wants to be confident that its financial decisions help deliver positive equality outcomes whilst ensuring our pounds and pence also contribute to greater equality.

As a Non-Ministerial Department, NRS works closely with the Scottish Government (SG), utilising many of its financial systems and processes so to provide value for money to the taxpayer. NRS management negotiates with the SG when coming to budget decisions (e.g. at a Spending Review) where budget proposals are evaluated for their impact on equality groups. Through assessing the equality impact of proposals and related spending, the experiences of different groups can be actively taken into account and negative impacts can at best be avoided, or at least mitigated. This forms part of a wider approach to outcome-based policy making and the way we spend public funds is key to that.

NRS contributes to the SG's Equality Budget Statement and Draft Budget 2013-14, which can be found at <http://www.scotland.gov.uk/Publications/2012/09/5750>."

Equality considerations are built into the governance and structures of the NRS budget process and have now become an integral part of it. Recognising the needs and working practices of its customers and stakeholders have helped to improve systems.

### **8.2 Mainstreaming Equality in Other Processes**

Similar equality considerations are embedded within other processes, including:-

- Financial Reporting (e.g. Annual Accounts and Efficiency Savings);
- Workforce Planning
- Benchmarking
- Participation in Audit & Risk Committees and other SG & Public Bodies Forums

For each of these other processes, best practice is often sought or advice shared with colleagues from across SG or taken from exemplar professional bodies, prior to commissioning within NRS.

## 9. Procurement

When planning the procurement of a contract, which is covered by the Public Contracts (Scotland) Regulations 2012, we ensure that the specific and general duties required under the 'public procurement duty' are considered and implemented in the planning and development of the procurement strategy. Assessed on a case by case basis, any award criteria and performance conditions included in the contract will be related to and proportionate to the subject matter of the contract to ensure consideration is given to the needs of and likely impact on all those affected by the contract.

To improve opportunities and increase access to our contracts, particularly the Third sector, we have purchased uniforms and signage from supported businesses, where more than 50% of the workers are disabled persons who by reason of the nature of their disability are unable to take up work in the open labour market

## 10. NRS Facilities and Estates

NRS ensures that its properties are maintained to an appropriate standard and complies with relevant legislation in particular that which covers fire, disability and health and safety, and providing appropriate facilities and accommodation services for staff.

To ensure staff have appropriate Display Screen Equipment to meet their needs and enable them to carry out their duties effectively the Estates Team provide Display Screen Equipment (DSE) Assessments for all staff in line with current legislation and action the results. This includes arranging for the purchase of appropriate equipment, adjusting equipment, or providing advice, training or instruction on using the equipment in order to meet an individuals needs. During the financial year 2012 – 2013, every member of staff was offered a Display Screen Equipment (DSE) Assessment and in those cases where an individual has required special equipment (in particular special chairs) arrangements have been made to purchase the equipment.

## 11. Further Information

11.1 Can be obtained from the NRS Corporate Planning and Development Branch who can be contacted at:

NRS Corporate Planning & Development Branch  
Ladywell House  
Ladywell Road  
Edinburgh  
EH12 7TF

eMail: [NRSCPD@scotland.gsi.gov.uk](mailto:NRSCPD@scotland.gsi.gov.uk)

Telephone: 0131 314 4685

11.2 The Registrar General's Annual Review of population statistics and demographic trends can be found on the NRS website at:

[www.gro-scotland.gov.uk/statistics/at-a-glance/annrev/index.html](http://www.gro-scotland.gov.uk/statistics/at-a-glance/annrev/index.html)