

Disability Equality Scheme Annual Report



THE NATIONAL ARCHIVES OF SCOTLAND
DEFINING MOMENTS IN HISTORY

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George P MacKenzie
Keeper of the Records of Scotland

Foreword by George MacKenzie, Keeper of the Records for Scotland

I am pleased to present the 2010 Annual Report on our Disability Equality Scheme.

National Archives of Scotland is committed to providing equality of opportunity to those who use our services. To best demonstrate our commitment to Disability Equality, this report will concentrate on how we provide our service and give access to the records.

1. ACCESSIBILITY POLICY

National Archives of Scotland (NAS) is committed to providing disabled people with full access to our services. A range of our services are detailed in the paragraphs below. A copy of our Accessibility Policy can be found on our website at:

www.nas.gov.uk/help/Accessibility.asp

1.1 Search Rooms

We have 2 search rooms in General Register House both of which are located on the first floor of the building. A lift is available for disabled people to access the rooms.

1.2 Wheelchair users

All of our search rooms have height adjustable tables. We also offer, if required, the use of a manual wheelchair.

1.3 Services for the hearing impaired

We have an induction loop system in our search rooms and a small number of staff are proficient in the use of British Sign Language.

1.4 Services for the sight impaired

We constantly review our provision of online services and carry out a periodic review of our website performance. We ensure that images and icons are kept to a minimum and contain alternative text tags to maximise accessibility to visually impaired users. We work towards adhering to relevant World Wide Web and UK Government Standards and guidelines. Where possible, our website endeavours to conform to level Triple-A of the World Wide Web Consortium (W3C) Web Content Guidelines, which explain how to make web content more accessible for disabled people.

1.5 Parking

Between 8.45am and 5.00pm we provide disabled parking which can be booked in advance.

1.6 Emergency Procedures

In the event of an emergency, visitors who are wheelchair users or who have mobility problems will be taken to a place of safety until the fire brigade arrives. Contact will be maintained via phone or by a member of staff staying with the visitors until the fire brigade arrives.

2. NAS AS AN EMPLOYER

2.1 Display Screen Equipment (DSE) Assessments

During the year, we provided all staff with a DSE Assessment. Where identified, staff will be provided with the necessary equipment. Work is currently underway to look at an online self assessment package.

2.2 Employee Engagement

The Civil Service wide Employee Survey, in which NAS participated, ran from 28 September – 19 October 2011. 57% of NAS staff completed the online Survey questionnaire. The results of the Survey are published in a comprehensive report that provides actionable data. A copy of the NAS results will be published on our website at the end of January 2011.

3. AMALGAMATION

John Swinney, Cabinet Secretary for Finance and Sustainable Growth announced on 17 November 2010 that the National Archives of Scotland (NAS) and the General Register Office for Scotland (GROS) will merge. This follows an options appraisal by officials of the two organisations and Registers of Scotland, which looked at different combinations of amalgamation between the three.

Many of our corporate services and policies, including Equality, will become the responsibility of the new single body. We will no longer provide separate Equality Schemes / Reports but one for the new organisation.

4. WAY FORWARD

We await the outcome of The Scottish Government's consultation on its proposals for draft regulations that will cover the specific duties and, once merged with GROS will work as one organisation to prepare the necessary policies.