

Equality Impact Assessment Template – Policy, Function or Strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended. This will ensure equality considerations are taken into account before a decision is made and the policy, function or strategy can be altered, if required.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	McLean Museum Collections Care and Conservation Policy; Documentation Policy; Access Policy; Collection Development Policy
b.	Responsible organisation(s)/Lead Service	Cultural Services
c.	Lead Officer	Alana Ward; Libraries, Educational Development and Arts Manager
d.	Date of Impact Assessment	23 February 2022
e.	Partners/other Services involved in the development of the policy, function or strategy	n/a
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	These management policies cover the various procedures and standards used in managing collections/access at the Watt Institution. There are no substantive changes from the previous versions.
h.	What are the intended outcomes of the policy, function or strategy?	To describe the management policies used at the Watt Institution, Greenock and to serve as the reference documents for Watt Institution staff, external bodies and service users.

¹ Please attach details of the policy, function or strategy to this Template

i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide	
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	X	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		<input type="checkbox"/>	Advance equality of opportunity between people of different groups
		<input type="checkbox"/>	Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	No.	

2. Does the policy, function of strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)	X	
c. Local Outcomes Improvement Plan (LOIP) 2017/22 ³ (see Section 7)	X	
d. Corporate Plan 2018/22 ⁴ (see Section 8)	X	
3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.		

² [Fairer Scotland Duty: interim guidance for public bodies](#)

³ [Local Outcomes Improvement Plan 2017/22](#)

⁴ [Corporate Plan 2018/22](#) (agenda item 5)

4. If 'No' is selected for every part of Section 2, please state the reasons for this.

Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy Officer: karen.barclay@inverclyde.gov.uk.

Signature:

Date:

3. Impact – Protected Characteristics

Which of the Protected Characteristics will the policy, function or strategy have an impact upon?

Protected Characteristic	Impact					Reasons/Comments
	Positive High	Positive Low	Neutral	Negative High	Negative Low	
Age			X			
Disability		X				Watt Institution staff will receive disability awareness training. Institution closure days will be used whenever possible to offer opportunities for user groups with specific needs to access the service at a quiet and safe time. The Watt Institution is exploring how to make information available in BSL.

Gender Reassignment			X			
Marriage and civil partnership			X			
Pregnancy and maternity			X			
Race		X				The Watt Institution is exploring how to make information available in community languages including Gaelic.
Religion and belief			X			
Sex			X			
Sexual orientation			X			
Other groups to consider <ul style="list-style-type: none"> Carers 		X				Positive impact on carers and others who may accompany disabled people to the Watt Institution.

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
X	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
<input type="checkbox"/>	Advance equality of opportunity between people from different groups
<input type="checkbox"/>	Foster good relations between people from different groups

5. Impact – groups

From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.

Positive impacts

+

(Describe groups affected.)

Disability: The Access Policy includes the following provisions - Watt Institution staff will receive disability awareness training; Watt Institution closure days will be used whenever possible to offer opportunities for user groups with specific needs to access the service at a quiet and safe time; the Watt Institution is exploring how to make information available in BSL.

Race: The Watt Institution is actively exploring how to make information available in Gaelic and other community languages.

Carers: The Access Policy's provision for people with disabilities will have a positive impact on people who care for them.

Negative impacts

-

(Describe groups affected.)

6. Impact – Fairer Scotland Duty

What impact will this policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact =	Negative impact -
X		
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</p> <p>All services provided are free to access.</p> <p>Research shows that museum and galleries can not only tackle the key indicators of social exclusion (health, crime, unemployment and education) but also play a wider, and even unique, role in tackling disadvantage, inequality and discrimination. (See <i>Museums and Social Inclusion: the GLLAM Report</i>), available at Museums and social inclusion: the GLLAM report (last accessed February 2022)</p>		

7. Impact – LOIP 2017/22

Which Priority/Priorities from the LOIP 2017/22 will this policy, function or strategy impact on?

<input type="checkbox"/>	1. Population: Inverclyde's population will be stable and sustainable with an appropriate balance of socio - economic groups that is conducive to local economic prosperity and longer term population growth
<input type="checkbox"/>	2. Inequalities: There will be low levels of poverty and deprivation and the gap between the richest and poorest members of our communities will be reduced (This may already have been highlighted at Section 6.)
X	3. Environment, culture and heritage: Inverclyde's environment, culture and heritage will be protected and enhanced to create a better place for all Inverclyde residents and an attractive place in which to live, work and visit
X	4. The local economy: Inverclyde has a thriving and diverse local economy, economic activity is increased and skills development enables both those in work and those furthest from the labour market to realise their full potential.
<p>Briefly describe how the policy, function or strategy will impact on the LOIP Priority/Priorities.</p>	

The policies support the protection and enhancement of the Watt Institution, one of Inverclyde's major cultural/heritage assets, by managing the development of the centre's collections to ensure that limited resources are used in the most cost-effective and appropriate way to collect, store and conserve the collections to appropriate library, museum and archival standards.

The Museum's natural sciences collections are a learning resource encompassing contemporary issues around conservation and climate change.

There are volunteering opportunities at the Watt Institution which has the potential to increase skills development and thus economic activity.

8. Impact – Corporate Plan 2018/22

Which Priority/Priorities from the Corporate Plan 2018/22 will the policy, function or strategy impact on?

X	1. To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit
<input type="checkbox"/>	2. To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them
<input type="checkbox"/>	3. To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs
<input type="checkbox"/>	4. To reduce the prevalence of poverty and, in particular, child poverty in our communities
<input type="checkbox"/>	5. To safeguard, support and meet the needs of our most vulnerable families and residents
<input type="checkbox"/>	6. To improve the health and wellbeing of residents so that people live well, and for longer
X	7. To protect and enhance our natural and built environment
X	8. To preserve, nurture and promote Inverclyde's unique culture and heritage
X	9. To deliver services that are responsive to community needs and are underpinned by a culture of innovation, continuous improvement and effective management of resources

□	10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs
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Briefly describe how the policy, function or strategy will impact on the Corporate Plan Priority/Priorities.

1 – Appropriate management of collections and access is a key part of the effective management and promotion of the Watt Institution, which in turn promotes the centre as a good place to visit. Appropriate information on our collections is freely available to our audiences. Additionally, the Watt Institution provides free public access to a substantial number of the artefacts held through a digital portal.

7 - The Museum’s natural sciences collections are a learning resource encompassing contemporary issues around conservation and climate change.

8 – Appropriate management of collections and access ensures that the Watt Institution preserves and nurtures Inverclyde’s unique culture and heritage;

9 – Appropriate management of the collections and access ensures that the Watt Institution effectively manages resources.

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens’ Panel, focus groups, interviews, projects, user feedback, complaints, Officers’ knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups

Evidence	Details
Consultation/Engagement (including any carried out while developing the policy, function or strategy)	Museums Galleries Scotland and the Archives and Records Association are regularly consulted on policy developments. Collections policies are about professional standards and accreditation and therefore would not usually be subject to consultation with users of the service or members of

Evidence	Details
	the public. The Access Policy will be subject to further consultation in order to produce an Access Plan.
Research	Other library, museum and archive collection development policies.
Officers' knowledge and experience (including feedback from frontline staff)	Policies compiled by members of the professional staff team.
Equalities monitoring data	Not currently held but will be gathered as access plans are developed.
User feedback (including complaints)	Taken into account where relevant.
Stakeholders Other	n/a
Are there information gaps and, if so, what are these?	The Access policy will be subject to further consultation in order to produce an Access plan.

10. Consequences of analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

The policy will be monitored by staff and user feedback; and performance management information.

When is the policy, function or strategy due to be implemented?

Immediately following Committee approval – 8 March 2022.

When will the policy, function or strategy be reviewed?

In five years – January 2027.


What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

Watt Institution revenue budget. No changes.

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

n/a

Details of the Person(s) who completed the Assessment:

Name:	Alana Ward; Robert Lamb
Position:	Libraries, Educational Development & Arts Manager; Team Leader – Educational Development & Arts
Date:	23 February 2022
Authorised by:	
Name:	Ruth Binks
Position:	Corporate Director - Education, Communities and Organisational Development
Date:	28.03.22

Thank you for your assistance with the completion of this task.

Please send a copy of the completed Template to Karen Barclay, Corporate Policy Officer at karen.barclay@inverclyde.gov.uk.