

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	2022-23 Watt Institution Service Improvement Plan (SIP)
b.	Responsible organisation(s)/Lead Service	Culture, Communities and Educational Resources (Culture)
c.	Lead Officer	Alana Ward: Libraries, Educational Development and Arts Manager
d.	Date of Impact Assessment	23 March 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 checked="" type="checkbox"/> New
		<input 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)?	As part of ongoing self-evaluation and continuous improvement, the Watt Institution produces an annual plan which directs, informs and develops the progress the service intends to make over a one-year period.
h.	What are the intended outcomes of the policy, function or strategy?	There are 16 key outcomes linked to libraries, museums and archives national strategies and standards.
i.	Geographical area (Inverclyde-wide or a specific location)	The Watt Institution is based in Greenock and serves the whole of Inverclyde.

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

1. Policy, function or strategy		
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	<input type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		<input checked="" type="checkbox"/> Advance equality of opportunity between people of different groups
		<input checked="" 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?	The SIP has been developed with a background of 2 major public consultations and includes provisions for significantly more consultation with users over the coming year. This plan is intrinsically linked with strategies, policies and actions with which those who may directly or indirectly be affected have been involved. The SIP is also informed by Inverclyde Cultural Services' Consultation and Engagement Strategy.

2. Does the policy, function or 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

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

2. Does the policy, function or strategy impact on:		
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.		
4. If 'No' is selected for <u>every part</u> 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?						
	Impact					
Protected Characteristic	Positive		Neutral	Negative		Reasons/Comments
	High	Low		High	Low	
Age		X				School-aged young people – the plan contains a greater focus on outreach to this age group, and the introduction of the Creativity Space will significantly improve school visits to the Watt Institution.

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

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

3. Impact – Protected Characteristics						
Disability		X				BSL users - consideration will be given to including display information in BSL.
Gender Reassignment			X			
Marriage and civil partnership			X			
Pregnancy and maternity			X			
Race		X				Further research on Inverclyde's historical links with the transatlantic slave trade and especially celebration of Black History Month in October 2022 will have a positive impact on people of colour.
Religion and belief			X			
Sex			X			
Sexual orientation			X			
Other groups to consider <ul style="list-style-type: none"> • Carers • Volunteers • Gaelic speakers 		X				Carers - the plan includes improvement actions which will have a positive impact on carers. Volunteers – policy and procedures to be adopted to streamline and improve use of volunteers, ensuring they feel valued and supported.

3. Impact – Protected Characteristics						
						Gaelic speakers – consideration will be given to including display information in Gaelic.

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
<input checked="" type="checkbox"/>	Advance equality of opportunity between people from different groups
<input checked="" 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 + <i>(Describe groups affected.)</i>	Negative impacts - <i>(Describe groups affected.)</i>
<u>Age</u> : the plan includes improvement actions which will have a positive impact on school-aged young people. <u>Disability</u> : the plan includes improvement actions which will have a positive impact on people with disabilities and their carers. <u>Race</u> : the plan includes improvement actions which will have a positive impact on people of colour	

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	X	X
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</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.)
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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>	

Priority 3: All of the objectives proposed in the service improvement plan will protect and enhance Inverclyde's culture and heritage, as they contribute to the management of collections and access of the Watt Institution.

Priority 4: The inclusion of volunteer development in the plan will support the local economy by the development of skills in its volunteers and the subsequent potential for employment this can bring.

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
X	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
X	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
X	10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs

Briefly describe how the policy, function or strategy will impact on the Corporate Plan Priority/Priorities.

Priority 1 – The SIP will improve the building and services available at the Watt Institution, one of Inverclyde’s main heritage assets and tourist attractions.

Priority 3 – The SIP includes volunteer development which will support the local economy by the development of skills and the subsequent potential for employment this can bring.

Priority 6 – The NHS recommends five ways to achieve better wellbeing: to connect, be active, take notice, learn, and give back. Heritage projects are often well placed to use this framework (developed by the New Economics Foundation) and the Watt Institution SIP offers a range of opportunities for people to build these steps into their lives (<https://www.nhs.uk/mental-health/self-help/guides-tools-and-activities/five-steps-to-mental-wellbeing/>)

Priority 7 - The SIP includes actions to improve the care of the natural sciences collection. Museums’ natural sciences collections are a learning resource encompassing contemporary issues around conservation and climate change.

Priority 8 - All of the objectives proposed in the SIP will protect and enhance Inverclyde’s culture and heritage, as they relate to one of Inverclyde’s main culture/heritage resources.

Priority 9 – The SIP has been developed with a background of 2 major public consultations and includes provisions for significantly more consultation with users over the coming year. It is also based on quality assurance work undertaken for Museum Accreditation to ensure continuous improvement and effective management of resources.

Priority 10 – In terms of skills accrual and training, employees will benefit from involvement in all of the projects proposed in the SIP.

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)	<p>There have been 2 significant pieces of consultation in regards to local heritage carried out in recent years – consultation in relation to the development of the Heritage Strategy and consultation in relation to Inverclyde's historical links to the slave trade. Both consultations had ramifications for the Watt Institution and the ss-23 SIP has been developed with these in mind.</p> <p>Further user consultation - more specific to the Watt itself - is proposed as part of the 22-23 SIP.</p>
Research	<p>Research was carried out to inform the development of the SIP: advice, standards and policy/procedure developed by professional bodies. Results of quality assurance activities. Research on other library, museum and archive improvement plans. Research carried out linked to funding bids. Research carried out as part of Inverclyde's Historical Links to Slavery working group.</p>
Officers' knowledge and experience (including feedback from frontline staff)	<p>The Watt Institution has a number of staff with a great depth of knowledge and experience, and frontline staff are strongly encouraged to pass on any feedback received from the public. This informs every plan and policy developed by the service.</p>
Equalities monitoring data	<p>Not currently held but will be gathered as access plans are developed.</p>
User feedback (including complaints)	<p>Taken into account where relevant.</p>

Evidence	Details
Stakeholders Other	Some items in the SIP are remitted from the Information Governance Steering Group.
Are there information gaps and, if so, what are these?	Further user consultation - more specific to the Watt itself - is proposed as part of the 22-23 SIP.

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	X	No change to be taken at this stage due to equality considerations already having been taken into account during the development stage of this plan.
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 through the existing procedures used within the service, including utilising the Council's new performance management system, Pentana.

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

April 2022

When will the policy, function or strategy be reviewed?

March 2023 when the 2023-24 Watt Institution SIP will be produced.

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

Watt Institution 22-23 revenue budget and external grant funding. No known changes from 21-22 budget.

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 and Arts Manager Team Leader – Educational Development and Arts
Date:	23 March 2022
Authorised by:	
Name:	Ruth Binks
Position:	Corporate Director Education, Communities and Organisational Development
Date:	30 August 2022

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.