

Equality Impact Assessment Template

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of plan to be assessed	Orkney Arts, Museums and Heritage Museum Forward Plan 2012 to 2015
Service/service area responsible	Arts, Museums and Heritage
Name of person carrying out the assessment and contact details	Clare Gee, Arts, Museums and Heritage Service Manager. Extn 2716. clare.gee@orkney.gov.uk
Date of assessment	26 September 2011
Is the plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	Existing – revised (previous plan covers 2007 to 2011). The Service is not to be deleted, reduced or changed significantly, the plan outlines the future priorities and specific actions of the Service.
2. INITIAL SCREENING	
What are the intended outcomes of the plan?	To create a series of actions and priorities for the Museums Service in a way that is easily monitored and can clearly demonstrate delivery – or not.
State who is, or may be affected by this plan, and how	<p>Who – Council staff within the Service are affected as the plan prioritises delivery and direction of the service over the next three years, as a series of SMART targets.</p> <p>In addition partner organisations and individual members of the public may be positively affected.</p> <p>How – Council staff will be affected in that the plan prioritises specific SMART targets for the Museums Service, and therefore Museums staff will have a clear understanding of the key priorities of the service and what they should prioritise within their workloads.</p> <p>Partner organisations and members of the public will</p>

	<p>be positively affected through active prioritisation of projects and/or actions which improve access both physically and virtually, e.g. the prioritisation of work in partnership with the Library and Archive to share an archive and collections database, which will in turn enable better and more seamless access by the public to documents and artefacts held and managed by the Council.</p>
<p>How have stakeholders been involved in the development of this plan?</p>	<p>Key staff within the Museums Service have had a close involvement in its creation and the actions have been produced with shared responsibility between the service manager and the curatorial team – who line manage the majority of staff and sites within the service. Other relevant services and organisation have had sight of, and opportunity to comment on, the draft plan, including the Library and Archive Service.</p>
<p>Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise.</p> <p>e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)</p>	<p>The Accreditation Scheme for Museums in the United Kingdom published by the Museums Libraries and Archives Council in 2004 was used to inform the Plan. The aim of the scheme is to set minimum standards for museums in the UK. In particular it specifies that services and facilities should support access by a broad range of users and that museums must carry out consultations regularly in order to establish the views of users on a range of issues. This can take a number of forms eg visitor books, comment cards. It also specifies that museums should understand factors which might impede usage of the museum and must also provide evidence that access issues are being identified and addressed.</p> <p>Comments left on visitor surveys are analysed on an annual basis and where improvements are suggested these are taken in to account in staff winter work programmes or filtered through to the facilities manager if works are not possible by the staff team.</p> <p>Pro-active access improvements are also made through specific projects such as the purchase of a mobility scooter to enable access around the Scapa Flow Visitor Centre and Museum purchased as part of the Scapa Flow Landscape Partnership.</p> <p>The 'Scottish Household Survey: People and Culture in Scotland, 2007/08' report published by the Scottish Government in 2009 is a useful source of information on the barriers and levers to cultural attendance and participation. In 2007 and 2008, a subsample of respondents from the Scottish Household Survey were asked a more detailed suite of questions about their cultural engagement. The report contains results of a representative, random sample survey of around 6,800 adults (aged 16 years and over) in Scotland. The survey asked questions on the extent of people's cultural participation and attendance. It asked about</p>

	<p>reasons why people do or do not take part and reasons for visiting and attending places of culture. The results showed that respondents reporting long-term illness or disability were significantly less likely to attend than those who do not have long-term illness or disabilities. It is hoped that the prioritisation of projects and actions which improve access both physically and virtually will go some way to improve this.</p>
<p>Could the function/policy have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality</p>	<p>No. If there was a language barrier there are procedures in place specifically intended to address this. However, there is no differential impact when it comes to the actual actions contained within the Plan.</p>
<p>2. Sex: a man or a woman</p>	<p>No</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes</p>	<p>No</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another</p>	<p>No</p>
<p>5. Pregnancy and maternity</p>	<p>No</p>
<p>6. Age: people of different ages</p>	<p>Yes (positive). Statistically older people are more likely to have disabilities – see comments at item 10</p>
<p>7. Religion or beliefs or none (atheists)</p>	<p>No</p>
<p>8. Caring responsibilities</p>	<p>Yes (positive) – see comments at item 10</p>
<p>9. Marriage and Civil Partnership</p>	<p>No</p>
<p>10. Disability: people with disabilities (whether registered or not)</p>	<p>Yes (positive). The plan identifies several pro-active actions to improve access, both physical and digital, to the Service and the collections held by the Council. It should therefore have positive impacts in relation to people affected by disabilities.</p>

3. IMPACT ASSESSMENT

<p>Does the analysis above identify any differential impacts which need to be addressed?</p>	<p>No</p>
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How could you minimise or remove any potential negative impacts?	N/A. As stated, the plan identifies actions to improve access to the Service and the collections held by the Council. It should therefore have positive impacts in relation to equalities.
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. CONCLUSIONS AND PLANNED ACTION	
Is further work required?	no
What action is to be taken?	None
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans)	N/A

Signature

Date 27.09.11

Name

CLARE GEE

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.