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 function/policy/plan to be assessed | Collections Management Policy |
| Service/service area responsible | Arts, Museums and Heritage |
| Name of person carrying out the assessment and contact details | Clare Gee  
Ext 2716  
clare.gee@orkney.gov.uk |
| Date of assessment | 06/08/13 |
| Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly) | Review of existing – most recently reviewed and updated in 2010. The Policy requires additional sections to be added in order to be compliant for the Museums Accreditation Standard. |

### 2. INITIAL SCREENING

| What are the intended outcomes of the function/policy/plan? | 1.1 The Collections Management Policy is the document by which the curatorial staff in the Arts, Museums and Heritage Service determine which artefacts to collect on behalf of the people of Orkney. It recognises the collecting policies of other local museums and ensures there is little overlap in collection policy. It also recognises best practice in relation to acquisition procedures, collecting, disposal and repatriation.  
1.2 Three new sections are required in order for us to successfully complete our bi-annual Accreditation review – these are areas for improvement, that were identified as being required when we were originally awarded the Accreditation 2011 Standard in October 2011. The three additions are statements regarding documentation of collections, care & conservation policy and access. |

Updated 21.01.13
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<th><strong>State who is, or may be affected by this function/policy/plan, and how</strong></th>
<th>The Policy determines which artefacts are collected on behalf of the people of Orkney by the Museums Service. It identifies our policy in relation to acquisition, disposal, care, documentation and access, and ensures that the Council follows an ethical course in all its management of collections, such as in the care of human remains, and the repatriation of artefacts. It therefore affects the residents of Orkney, other museums, potential and actual donors of artefacts and those wishing to access our collections, from residents, tourists and schools, to academic researchers, museums who may wish to loan our artefacts and historians.</th>
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<td><strong>How have stakeholders been involved in the development of this function/policy/plan?</strong></td>
<td>The policy is a requirement of Museums Accreditation status and on this basis is closely scrutinised to ensure it fulfils the Accreditation requirements. These standards were developed by the Museums, Libraries and Archives Council and Accreditation is now managed as a UK-wide programme by the Arts Council of England, though managed in Scotland by Museums Galleries Scotland on behalf of ACE. The quality and performance team at MGS have advised us in terms of the requirements and other local museums are aware of our collecting policy as we work to ensure that none of our collecting policies overlap too much and cause competition.</td>
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| **Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise.** | One of the requirements of this updating of the policy is to expand our statement on access, and the Curator has sought out best practice through MGS and ACE in relation to this. Access relates not only to physical access, such as accessible museum buildings, but also to intellectual access. Included in our access statement is the aim of the Orkney Community Planning Partnership’s Equality and Diversity Strategy, published in 2012, to ensure access to all who would like to use our service and develop a culture of continuous improvement in service provision.  
Orkney Arts, Museums and Heritage are committed to enabling access to our collections for education, research and enjoyment by all and, wherever possible, we will make reasonable adjustments to ensure access for all as required by the Equality Act 2010. That means recognising that everyone has different needs, and taking positive action to ensure that everyone is able to participate in society wherever possible.  
The Accreditation Scheme for Museums in the United Kingdom published by the Arts Council of England in 2011 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.

Could the function/policy have a differential impact on any of the following equality strands? (Please provide any evidence – positive impacts/benefits, negative impacts and reasons)

1. Race: this includes ethnic or national groups, colour and nationality
   No

2. Sex: a man or a woman
   No

3. Sexual Orientation: whether a person’s sexual attraction is towards their own sex, the opposite sex or to both sexes
   No

4. Gender Reassignment: the process of transitioning from one gender to another
   No

5. Pregnancy and maternity
   No

6. Age: people of different ages
   No

7. Religion or beliefs or none (atheists)
   No

8. Caring responsibilities
   No

9. Marriage and Civil Partnership
   No

10. Disability: people with disabilities (whether registered or not)
    Yes (positive) Access is an important feature for Orkney Museums and our Access Policy Statement and reasonable adjustments will be made for people with disabilities wherever possible to ensure access to all.

3. IMPACT ASSESSMENT

Does the analysis above identify any differential impacts which need to be addressed? No

How could you minimise or remove any potential negative

N/A
Do you have enough information to make a judgement? If no, what information do you require? | Yes
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<th>4. CONCLUSIONS AND PLANNED ACTION</th>
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<tr>
<td>Is further work required?</td>
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<td>What action is to be taken?</td>
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<td>Who will undertake it?</td>
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<td>When will it be done?</td>
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<td>How will it be monitored? (e.g. through service plans)</td>
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Signature | Date | 6 August 2013
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Name | CLARE GEE | (BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrsupport@orkney.gov.uk