

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 103
2.	Policy Name	North Down Museum Documentation Policy Statement
3.	<del>Existing</del> / Revised / <del>New Policy</del>	Revised Policy
4.	Responsible Officer	Director of Community, Wellbeing and Health
5.	Description of policy to be screened	This Policy is to ensure the information held that relates to the Museum collections are accurate, secure, reliable and accessible.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>The aim is to ensure that the council fulfill their guardianship, stewardship and access responsibilities. The implementation of this policy will:</p> <ul style="list-style-type: none"> <li>• Improve accountability for the collections;</li> <li>• Maintain at least minimum professional standards in documentation procedures and collection information and attain the very highest standards wherever possible;</li> <li>• Extend access to collection information;</li> <li>• Strengthen the security of the collections.</li> </ul>
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories should benefit from this policy.
7.	Factors which could contribute to/ detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not implemented as intended to comply with both the statutory duty and the corresponding operational requirements.
8.	The main stakeholders on whom the policy will impact. For example, Employees, Potential Service Users and Community Groups Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate	The Council, existing employees, potential employees, residents, visitors to the Borough, hirers/users of the Museum, users and potential users of the Museum.

9.	Please provide details of other policies which have a bearing on this one.	
	Policies: E15 Corporate Plan	Owned by : Ards and North Down Borough Council

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief	This policy is in relation to records and documentation of museum items. No data or its recording is Section 75 relevant. However systems will be put in place to ensure relevant employees have reasonable adjustments made where appropriate to carry out their full range of responsibilities.
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

11.	Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?	
	Religious Belief	This policy is about ensuring accurate recording and documenting of items. Where necessary reasonable adjustments will be put in place to enable any employees to access their duties in an appropriate manner.
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

**Does this Policy require an Equality Impact Assessment?**

1.	What is the likely impact on equality of opportunity for each of the Section 75 categories?		
		Detail of Impact	Level of Impact Minor/Major/None
	Religious Belief	This policy is to ensure the museum carries out its guardianship and recording responsibilities in relation to all collected items.	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	No, as this policy looks at how the Council carries out its guardianship and recording responsibilities.	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
Dependents			

3.	To what extent is the Policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?		
		Details of Impact	Level of Impact Minor/Major/None
	Religious Belief	None as the policy is in relation to museum documentation.	
	Political Opinion		
Racial Group			

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?		
		If "Yes" provide details	If "No" provide details
	Religious Belief	No as the policy is in relation to museum documentation.	
	Political Opinion		
Racial Group			

#### Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
	Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons)	This policy is about recording of relevant information and those responsible for this will have a range of multiple identities. The systems will have due regard to their needs in carrying out their responsibilities under the policy.
	Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	

## Disability Discrimination Order (NI) 2006

Does this proposed policy provide an opportunity to:  - <u>better promote positive attitudes</u> towards disabled people  - <u>increase participation</u> by disabled people in public life	Yes / No	Explain your reasoning:
	Yes	Systems will be put in place to ensure employees have reasonable adjustments made where appropriate to carry out their full range of duties and responsibilities.

### Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you could collect in the future in order to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u>	Reasonable adjustments required for ensuring system is appropriate for employees to carry out their duties.
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### Consideration of Human Rights

The Human Rights Act 1998 brings the European Convention on Human Rights (ECHR) into UK and, therefore, Northern Ireland. Indicate below any potential adverse impacts that the policy / decision may have in relation to human rights issues

Right to Life	Article 2	<input type="checkbox"/>
Prohibition to torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of slavery and forced labour	Article 4	<input type="checkbox"/>
Right to Liberty and Security	Article 5	<input type="checkbox"/>
Right to a Fair and Public Trial	Article 6	<input type="checkbox"/>
Right to no punishment without due legal process	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>

Right to freedom of Expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and found a family	Article 12	<input type="checkbox"/>
The prohibition on discrimination	Article 14	<input type="checkbox"/>
Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret election	Protocol 1 Article 3	<input type="checkbox"/>

	Please explain any adverse impacts on human rights that you have identified?	
	Please indicate any ways in which you consider the policy positively promotes Human Rights	

I can confirm that the proposed policy / decision have been screened for:-

x	Equality of opportunity and good relations
x	Disabilities duties; and
<input type="checkbox"/>	Human rights issues

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

x	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)
<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Heather McGuicken  
Title: Museum Manager  
Date: 21 February 2017  
Signature:

Director/Head of Service decision approved by:

Name: Jan Nixey  
 Title: Head of Community and Culture  
 Date: 21 February 2017  
 Signature:

If an Equality Impact Assessment is required

Priority Rating for Timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
	Effect on equality of opportunity and good relations	
	Social need	
	Effect on people's daily lives	
	Relevance to a public authority's functions	

Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation		
Screened by :	Position/Job Title: Museum Manager	Date: 21 February 2017
Approved by:	Head of Community and Culture	21 February 2017