

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 106
2.	Policy Name	North Down Museum Conservation and Collections Care Policy
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Community, Wellbeing and Health
5.	Description of policy to be screened	North Down Museum's collections are at the heart of the organisation. At present the museum holds approximately 8,000 objects. Of which approximately 1,400 are artefacts and 6,500 are images (including postcards, posters, glass plate negatives and images). To ensure the Council achieves the aim of this policy it will do this through developing a Collections Management Framework, strategically developing the collections and making them accessible in both traditional and innovative ways.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	The management and care of the collections within the museums responsibility are central to the strategic priorities which underpin the mission of North Down Museum. This is to preserve the Borough's unique history and heritage for future generations and to record, interpret and promote the 'story' of Ards and North Down through their collections for the benefit of local people and tourists. This will be achieved through implementing the actions of the policy.
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 Council does not implement this policy as intended for any reason.
8.	The main stakeholders on whom the policy will impact. For example,	The Council, existing employees, potential employees, residents, visitors to the Borough,

<p>Employees, Potential Service Users and Community Groups Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate</p>	<p>hirers/users of the Museum, users and potential users and potential users of the Museum.</p>
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<p>9.</p>	<p>Please provide details of other policies which have a bearing on this one.</p> <p>Policies: E 15 Ards and North Down Borough Council - Corporate Plan E 103 North Down Museum Documentation Policy Statement E 104 North Down Museum Access Policy Statement E 105 North Down Museum Collections Development Policy</p>	<p>Owned by : Ards and North Down Borough Council</p>
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<p>10.</p>	<p>Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :</p>	
	<p>Religious Belief</p>	<p>This policy is in relation to the care required to maintain the range of collections the museum holds. The collections are required to be representative of the area and cover a broad range of topics to ensure they are of potential interest to a broad range of visitors locally and from outside the Borough. Their care when being displayed or in storage is of paramount importance in ensuring their standard is maintained cognisant to the item's age and original condition.</p>
	<p>Political Opinion</p>	
	<p>Racial Group</p>	
	<p>Age</p>	
	<p>Marital Status</p>	
	<p>Sexual orientation</p>	
	<p>Men & Women generally</p>	
	<p>Disability</p>	
	<p>Dependents</p>	

<p>11.</p>	<p>Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?</p>	
	<p>Religious Belief</p>	<p>This policy is in relation to the care required for the range of collections the museum displays and stores. Some Section 75 data is collected in relation to contributors of collection items and their significance to periods of history. The museum collections and their period for exhibit is determined on a range of factors including timelines of history, local and current events, availability of collection items and arrangements for loan or custodianship by the museum.</p>
	<p>Political Opinion</p>	
	<p>Racial Group</p>	
	<p>Age</p>	
	<p>Marital Status</p>	
	<p>Sexual orientation</p>	
	<p>Men & Women generally</p>	
	<p>Disability</p>	
	<p>Dependents</p>	

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 in relation to the management and care of the collections and individual items. Each item will be considered in relation to its age, condition and type of item. They are not cared for in relation to any Section 75 dimensions of the items nor of their	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 is in relation to the management and care of the collections and individual items. This is not relevant to any Section 75 dimensions.	
	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. This policy is in relation to the management and care of the collections and items.	
	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 this policy is in relation to care of items owned by or lent to the museum.	
	Political Opinion		
	Racial Group		

Additional Considerations

Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
<p>Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons)</p> <p>Where appropriate provide details of data on the impact of the policy on people with multiple identities.</p> <p>Specify relevant Section 75 categories concerned.</p>	<p>This policy will impact on a broad range of individuals with many multiple dimensions.</p> <p>Their needs are anticipated based on good practice and past requested adjustments, comments and complaints.</p>

Disability Discrimination Order (NI) 2006

	Yes / No	Explain your reasoning:
<p>Does this proposed policy provide an opportunity to:</p> <ul style="list-style-type: none"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	Yes	<p>This policy ensures that a broad range of collection materials are accessible to inform exhibitions. Access to them will be considered based on layout of gallery and exhibit displays.</p> <p>Reasonable adjustments are considered in all elements of enacting this policy. The museum staff will take into consideration a variety of means of interpretation to ensure engagement with a broad range of visitors and potential visitors.</p> <p>Location of stored collectable items and their relocation will be carried out aware of the needs of the employees carrying out their duties and specific needs.</p>

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.

<p>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></p>	<p>Section 75 data where appropriate in relation to collected items, their lenders or donors. Reasonable adjustments requested and put in place. Range of exhibits and targeted attendance if identified.</p>
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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:-

<input checked="" type="checkbox"/>	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: 27 February 2017

Signature:

Director/Head of Service decision approved by:

Name: Jan Nixey

Title: Head of Community and Culture

Date: 27 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:	Date:
	Museum Manager	27 February 2017
Approved by:	Head of Community and Culture	27 February 2017