

Diversity Impact Assessment: Screening Form

Directorate Regeneration, Community and Culture	Name of Function or Policy or Major Service Change Museum Acquisition and Disposal Policy 2008-12		
Officer responsible for assessment Peter Boreham (Curator) Guildhall Museum High Street Rochester ME1 1PY 01634 848717	Date of assessment 11 August 2008	New or existing? Existing	
Defining what is being assessed			
1. Briefly describe the purpose and objectives	The policy sets out the principles and procedures by which the Guildhall Museum will acquire and dispose of objects in its collection 2008-2012 in line with the precise requirements of the National Accreditation Scheme for Museums and Galleries. The policy provides a clear framework for the care and management of the museum's existing collection and defines acquisition and disposal strategies and priorities for the next four years.		
2. Who is intended to benefit, and in what way?	<p>Council Members: The policy clearly identifies the legal and ethical parameters within which elected members should be working in matters relating to the museum's collections.</p> <p>Museum Staff: The policy helps to inform day-to-day decisions made by Curatorial staff re: acquisitions, disposals and the care and management of collections.</p> <p>Service users: The policy details the scope and content of the museum's extensive collections. This information is useful to general enquirers and academic researchers.</p> <p>Other museums and allied institutions: The policy defines Medway's agreed collecting boundaries and areas of collecting interest. This ensures a strategic regional approach to collections and collecting and avoids duplication of collecting interests within Kent/Medway.</p> <p>Museums Archives and Libraries Council: The policy can be used by MLA as a benchmark to ensure that the museum service continues to meet the Full</p>		

	National Accreditation standard.	
3. What outcomes are wanted?	<ul style="list-style-type: none"> • A clear statement of policy that will underpin all present and future decisions about the care, management, acquisition and disposal of museum collections. • A policy that will enable the museum service to retain the Full National Accreditation standard when it applies for Phase 3 Accreditation early in 2009 (a benchmark of performance). • A policy that will help to define future resourcing priorities for the museum services i.e. in terms of securing new Accreditation-standard storage facilities to enable existing and future collections to be stored in appropriate conditions. • A policy that will aspire to ensure that collections acquired in the future are 'balanced' from the point of view of reflecting the heritage and culture of the diverse range of 'communities' already rooted in Medway or new 'communities' becoming established in Medway as the area regenerates and as the population profile changes. 	
4. What factors/forces could contribute/detract from the outcomes?	<p>Contribute</p> <p>Acceptance and ratification of the policy by Cabinet in September 2008.</p> <p>All policies and procedures relating to the management and administration of the museum service in place and approved by MLA inspectors in January 2009.</p>	<p>Detract</p> <p>Rejection of the policy by Cabinet in September 2008.</p> <p>Failure to pass the Phase 3 National Accreditation Scheme inspection in January 2009.</p> <p>Reduction in the museum service's funding base or inability to source more appropriate storage facilities to enable the museum service to attain the Accreditation standard for the care and management of collections.</p>
5. Who are the main stakeholders?	<ul style="list-style-type: none"> • Council Members. • The Medway Community. • Schools, Colleges and other educational 	

	<p>institutions.</p> <ul style="list-style-type: none"> • Museum visitors (local residents). • Tourists (Day visitors and overseas visitors). • Enquirers and researchers. • Other museums, libraries and archives services. • Object donors.
<p>6. Who implements this and who is responsible?</p>	<p>The Museum's Curatorial staff (Curator and Assistant Curator) implement this policy.</p> <p>The head of Museums, Heritage and Events (yet to be appointed) will ultimately be responsible for ensuring that the policy is properly implemented in consultation with the relevant Portfolio holder.</p>

Assessing impact		
7. Are there concerns that there <u>could</u> be a differential impact due to <i>racial groups</i>?		Brief statement of main issue
	NO	There is nothing in this policy that could have a differential impact due to racial groups.
What evidence exists for this?	<p>The museum's wide-ranging collections are equally accessible to all users. Collections are actively used (when appropriate) to promote the history and heritage of minority ethnic groups within the Medway community. For example, the museum will be working with a wide range of local partners and members of local ethnic minorities in October 2008 to host an exhibition highlighting <i>Islamic Culture</i>. The museum's Education Officer has made active use of the museum collections in past months working with local schools and local artists to explore the themes of multiculturalism, self and cultural identity. This highly successful project resulted in an art/objects exhibition at the Guildhall, attended by ethnic minority pupils and their families. The museum service has recently made objects available to the Medway Archives and Local Studies Service for inclusion in a special exhibition celebrating the culture and history of the Medway Jewish community. In past years, the museum has hosted or provided exhibits from the collection to celebrate Black History month.</p> <p>There are a number of museums in the Kent/Medway/London sub-region that specialise in collecting objects relevant to Afro-Caribbean, Chinese/Japanese/Indian/Jewish culture and ethnicity. The Guildhall Museum would not seek to duplicate collections already held by these museums, but would welcome the addition of objects to its collection that are special or of outstanding significance to Medway's ethnic minority communities. The museum service has contacts with minority groups in the community who could be consulted with for advice when key decisions are being made about new acquisitions or disposals.</p>	
8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>?		There is nothing significant in this policy that could have a differential impact on people with disabilities accessing the museum's reserve collections.
	NO	
What evidence exists for this?	The museum is only able to offer wheelchair access to the ground floor of the Guildhall. Listed building (Grade 1) legislation precludes the likelihood of any wheelchair access to the upper	

	<p>floor of the museum in the future (all avenues have been discussed with English Heritage and three DDA Access audits have been commissioned). The museum has therefore had to devise other strategies for making collections available to people with a range of disabilities.</p> <p>.All objects in the museum’s extensive reserve collections can be made available for study/research purposes to people with a range of disabilities. There is no discrimination between disabled and able-bodied people wishing to access or study the reserve collections. Both able-bodied and disabled enquirers/researchers have to make an appointment in advance to view objects in the reserve collections. Objects to be studied are taken to an appropriate designated area within the ground floor of the Guildhall (wheelchair accessible) or in the adjacent museum offices. Wheelchair access to the ground floor of the Guildhall Museum will be substantially improved in 2009-10 as part of the proposed <i>Opening the Doors</i> project. This project (subject to two successful external funding bids) will see the creation of a new wheelchair-friendly High Street entrance to the museum with ramp access and automatic sliding doors etc.</p> <p>The museum service operates an Outreach Service to those who are not physically able to access museum collections on-site. The Museum Education Officer takes the museum collection out into the community working in special schools, care homes, residential supported housing etc. providing object-focussed handling and learning opportunities for people of all ages who have a physical or learning disability. This service is very popular.</p>	
<p>9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>?</p>		<p>Brief statement of main issue</p>
	<p>NO</p>	<p>There is no gender bias in the scope, nature, presentation and interpretation of museum collections or in the terms of the new Acquisition and Disposal Policy.</p>
<p>What evidence exists for this?</p>	<p>The amazing scope of the museum’s existing collections transcends any gender ‘boundaries’. This is manifestly clear when examining the scope of collections held by the museum service which are equally representative of the ‘traditional’ historic gender roles of men and women, or (in many cases) not gender specific! The museum actively seeks to collect objects that are equally representative of men and women.</p>	
<p>10. Are there concerns there</p>		<p>There is no concern that there could be a</p>

could be a differential impact due to <i>sexual orientation</i>?	NO	differential impact due to sexual orientation.
What evidence exists for this?	The museum service has no objects in its collection specifically representative of local gay, lesbian or transgender communities. However, the broad scope of the museum's stated collecting policy would not preclude the addition of such collections to the museum if offered (as with material offered by any other minority ethnic, gender or community groups).	
11. Are there concerns there could be a have a differential impact due to <i>religion or belief</i>?		Brief statement of main issue
	NO	There is no concern that there could be a differential impact due to religion or beliefs.
What evidence exists for this?	The museum is licensed for civil marriages. Under the terms of the licence, the museum is not able to overtly promote any specific faith or faith group in its displays and interpretation. The museum is able to host exhibitions celebrating the cultural characteristics of minority ethnic groups or minority faith groups, but such exhibitions/displays cannot actively promote those religious beliefs. Recent projects have included an exhibition of Rochester cathedral treasures. The Islamic Culture exhibition to be staged at the museum in October 2008 will touch on religious themes (in a cultural context) and include the display of iconic Holy Books. The museum has recently met with representatives of local and regional Pagan groups and has responded positively to requests for information about, and access to, possible Pagan human remains in the museum's archaeological collection.	
12. Are there concerns there could be a differential impact due to people's age?		Brief statement of main issue
	NO	There is no concern that there could be a differential impact due to people's age.
What evidence exists for this?	The museum, its collections and services are accessible physically and intellectually to people of all ages. The museum's acquisition policy is aimed at gathering together objects representative of all age-groups (childhood to old age). Over 15,000 children and young people visit the museum each year to use the collections for object-focussed learning. Projects such as the <i>Inside Out</i> project (2007-8) have encouraged teenagers to actively engage with the museum service and getting involved in curating their own exhibition. The museum's outreach service provides reminiscence sessions to elderly clients in care homes. Museum events and exhibitions using objects from the reserve collection have multi-generational appeal. Past market research into the museum's user base	

	indicates that all age groups use the museum service.	
13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i>?		Brief statement of main issue
	NO	There is no concern that there could be a different impact due to being transgendered or transsexual.
What evidence exists for this?	People of all genders/orientation are welcome to use the museum service and access the collections.	
14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. people with caring responsibilities or dependants, those with an offending past, or people living in rural areas)?		There is no concern that there could be a different impact on any other groups wishing to access the museum and its collections.
	NO	
What evidence exists for this?	The Museum Education Service has worked on-site in recent years with a number of special groups including home educated pupils and their parents; pupils excluded from Medway schools; children and their families with special learning needs; children with autistic spectrum disorders; student teachers; university students; overseas students etc. The Museum Education Service has also actively worked with large groups in the community who would not normally be able to access the museum. Special object-focussed projects have been undertaken in recent years with schools in the Gillingham partnership, and with all of the rural schools on the Hoo Peninsula. Some of these projects to take collections out into the community have been sponsored by external agencies.	
15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. <u>disability and age</u>)?		Brief statement of main issue
	NO	There are no concerns that there could be a differential impact due to multiple discriminations.
What evidence exists for this?		

Conclusions & recommendation

16. Could the differential impacts identified in		Brief statement of main issue
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<p>questions 7-15 amount to there being the potential for adverse impact?</p>	<p>NO</p>	<p>The museum collections are widely representative of the constantly evolving Medway community over 200,000 years of history. The first priority is to care for existing collections for the benefit of future generations. The second priority is to ensure that collections can expand and develop to reflect subtle and large changes in the social fabric of the local community in all its complexity.</p>
<p>17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason?</p>	<p>YES</p>	<p>Not applicable</p>
	<p>NO</p>	<p>Not applicable</p>
<p>Recommendation to proceed to a full impact assessment?</p>		
<p>NO</p>	<p>This policy change complies with the requirements of the legislation and there is evidence to show this is the case.</p>	
<p>NO, BUT ...</p>	<p>What is required to ensure this complies with the requirements of the legislation? (see DIA Guidance Notes)?</p>	<p>Minor modifications necessary (e.g. change of 'he' to 'he or she', re-analysis of way routine statistics are reported)</p>
<p>YES</p>	<p>Give details of key person responsible and target date for carrying out full impact assessment (see DIA Guidance Notes)</p>	

Action plan to make Minor modifications		
Outcome	Actions (with date of completion)	Officer responsible

Planning ahead: Reminders for the next review		
Date of next review	August 2011	
Areas to check at next review (e.g. new census information, new legislation due)	<p>Outcome of any detailed market research carried out into the museum's visitor base/non-visitors etc.</p> <p>MLA databases of educational usage of museum by schools.</p>	
Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time?	<p>New community of residents that will emerge as a result of the development of Rochester Riverside. Assess the museum/collections needs and requirements of Medway's emergent new communities.</p>	
Signed (completing officer/service manager) Peter Boreham	Date	11 August 2008
Signed (service manager/Assistant Director)	Date	