

1. EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING

Stage	Identify the details of the service, service change, decommissioning of the service, strategy, function or procedure & how you have identified the need for an EqlA		
Title	West Park Museum Collection Care		
Is this a new policy or changes to an existing policy?	Changes to existing		
Officer(s) responsible for carrying out EqlA process	Helen Paton – Cultural Economy Manager		
What are the aims and objectives of the activity?	Requirement to relocate museum collections from West Park Museum permanently due to deteriorating environmental conditions at the museum. This is to prevent any further damage to collections following conservation work, to maintain public access to the collections and to provide for their long-term care and preservation.		
Will any of the following protected characteristic(s) will be affected by this activity? Answer yes, no or don't know for each characteristic	Yes	No	Don't Know
Age		X	
Disability		X	
Gender Reassignment		X	
Marriage / Civil Partnership		X	
Pregnancy / maternity		X	
Race		X	
Religion or belief		X	
Sex		X	
Sexual orientation		X	

COMPLETION OF INITIAL SCREENING PROCESS

If the proposal will affect or impact negatively on any protected characteristic under the Equality Act 2010, you will be asked to complete the full EqlA template.

If there is no direct impact on any of the protected characteristics, this form should be signed below by the responsible officer to confirm a full EqlA is not required. The form should then be authorised by a Senior Manager.

Date of Initial Assessment:

13/11/24

This activity will have no impact on people from any of the protected characteristics above and a full Equality Impact Assessment is not required.

Name: Helen paton

Position: Cultural Economy Manager

Date: 13/11/24

Authorised By (Head of Service)

Name: Carole Hyde, Head of Rural and Cultural Economy