

### Screening/Scoping Pro Forma

<b>Section</b>	Museum inc Castle Keep, Wanborough Barn, Salters and Undercroft.	<b>Officer responsible for the screening/scoping</b>	Jill Draper & Mike Beckwith		
<b>Name of Policy to be assessed</b>	Bookings for activities, programmes and events	<b>Date of Assessment</b>	24/07/08	<b>Is this a proposed new or existing policy/procedure/practice?</b>	existing
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	Facilitate customers in booking Museum related services				
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	Providing a range of methods for booking services at varying times; encourage learning opportunities; promote the Museum; maximise use of services.				
<b>3. Who is intended to benefit from this policy and in what way?</b>	Public; researchers; specialists; Council				
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	As Q2				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Resources; marketing; access to internet, telephone etc				
<b>6. Who are the main stakeholders in relation to the policy?</b>	See Q3		<b>7. Who implements the policy, and who is responsible for the policy?</b>	Museum Manager	
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>		<b>N</b>	<b>Please explain</b> Open to all. Will provide help for those for whom English is not their first language.		
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>					
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>		<b>N</b>	Open to all		

What existing evidence (either presumed or otherwise) do you have for this?			
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y		It is possible that people with certain disabilities may have difficulties with some contact methods. However a variety of options are offered.
What existing evidence (either presumed or otherwise) do you have for this?			
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?		N	Open to all
What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?		N	Open to all
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?		N	Open to all
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?		N	Open and accessible to all
What existing evidence (either presumed or otherwise) do you have for this?			

15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?		N	Details would not be known or be requested
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		N	Open to all
What existing evidence (either presumed or otherwise) do you have for this?			
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?		N	Please explain
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each heading (questions 8-16) on a separate piece of paper. N A
<p><b>Business improvement</b></p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>		N	Please explain

<p><b>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</b></p>		<p><b>N</b></p>	<p><b>Please explain</b></p>
<p><b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b></p>	<p><b>Y</b></p>	<p><b>N</b></p>	<p><b>Please explain NA</b></p>
<p><b>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</b></p>			<p>None identified</p>

23. Should the policy proceed to a full equality impact assessment?	N		Yes	No
		24. If No, are there any changes required to the policy to improve it around the equality agenda? None identified		

Signed  
(completing officer) ..... Date July 2008

Signed  
(Head of Section) ..... Date .....

Countersigned  
(Corporate Diversity/Diversity/Policy Team) ..... Date September 2008