

Screening/Scoping Pro Forma

Section	Guildford House Gallery	Officer responsible for the screening/scoping	Mike Beckwith / Christian Dettlaff		
Name of Policy to be assessed	Gallery Shop	Date of Assessment	25/06/08	Is this a proposed new or existing policy/procedure/practice?	existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	To provide a wide range of art related merchandise to cater for visitor's/customer's needs/requirements, whilst attracting visitors to the Gallery. To be profitable and provide an income to the Gallery/Council.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.					
3. Who is intended to benefit from this policy and in what way?	Public; staff; artists; Gallery; Council				
4. What outcomes are wanted from this policy/procedures/practice?	Visitors, customers, income generation and promoting local artists and the Gallery				
5. What factors/forces could contribute/detract from the outcomes?	Quality; range; cost; staffing; physical environment; availability of specific items; national economy.				
6. Who are the main stakeholders in relation to the policy?	As Q3		7. Who implements the policy, and who is responsible for the policy?	Gallery Manager	
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?		N	Please explain	Wide range of goods available to all	
What existing evidence (either presumed or otherwise) do you have for this?					
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?		N	As Q8		

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	Access could be improved by offering internet sales. It is not possible to offer this service currently through the Council's site, but this is regular requested of our ICT team. Some artists do offer this service through their own sites.
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	As Q8
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	Few items are offered for children unless linked with a particular exhibition. Shop size limits the range and it is therefore orientated to more popular items for the adult age group
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	As Q8
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?	Y	As Q12, children's goods
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	Individuals would not be known	
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	As Q8	
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?		N	Please explain for each heading (questions 8-16) on a separate piece of paper.		
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?		N	Please explain		

<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>		<p>N</p>	<p>Please explain</p>
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>		<p>N</p>	<p>Please explain</p>
<p>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?</p>			<p>Children's goods and internet sales will be considered</p>

			Yes	No
		<p>24. If No, are there any changes required to the policy to improve it around the equality agenda? As Q22</p>		

Signed
(completing officer) **Date** June 2008

Signed
(Head of Section) **Date**

Countersigned **Date** October 2008