

### Screening/Scoping Pro Forma

<b>Section</b>	Guildford House Gallery		<b>Officer responsible for the screening/scoping</b>	Mike Beckwith / Christian Dettlaff	
<b>Name of Policy to be assessed</b>	Gallery & Brew House Programming and Hiring	<b>Date of Assessment</b>	25/06/08	<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>	To provide a wide range of temporary exhibitions to the widest possible audience and encourage maximum attendance/ visitors to the venues.				
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	Maximise income to the venue through shop sales and venue hiring				
<b>3. Who is intended to benefit from this policy and in what way?</b>	Audiences/visitors; public; shoppers(some products are linked to exhibitions); Council; artists				
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	Balanced programme with wide appeal. Income from hirings.				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Budget; availability of material; public interest; security; staffing; floor loadings; space; access for staging; listed building status.				
<b>6. Who are the main stakeholders in relation to the policy?</b>	As Q3		<b>7. Who implements the policy, and who is responsible for the policy?</b>	Gallery 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> We focus on exhibitions that will attract the widest possible audience and particular types of art form that would not exclude any racial groups.		
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Due to difficulty of sources and/or resourcing the search for appropriate material, no exhibitions have focused on work of particular racial groups.				
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>		<b>N</b>	General programme not gender specific		

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	Exhibitions would be suitable for all but additional provision would need to be made for blind visitors or those with certain mental disabilities.
What existing evidence (either presumed or otherwise) do you have for this?		Unless these visitors were accompanied by a companion who could assist, a tour would need to be booked with Gallery staff to enable information on the exhibition to be given.
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?		N General programme provided
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?	Y	Certain exhibitions are aimed more at certain age groups e.g. children, but nobody is excluded.
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 General programme provided
What existing evidence (either presumed or otherwise) do you have for this?		Due to difficulty of sources and/or resourcing the search for appropriate material, no exhibitions have focused on work of particular religious groups.
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?		N Due to differing tastes in art some exhibitions could appeal more to a family audience than others, but this is to be expected and is not a concern.
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 No details of the visitor would 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 General programme provided
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. We do not positively discriminate in the type of art work displayed to the detriment of any group.
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	Please explain Problem areas in Q10 will be partially overcome with the introduction of a virtual tour.
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?		N Please explain

<b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b>	<b>Y</b>	<b>N</b>	<b>Please explain</b>		
<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>			None identified that are not being addressed		
				<b>Yes</b>	<b>No</b>
			<b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b> Introduction of virtual tour		

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

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

**Countersigned** ..... **Date** October 2008