

### 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>	Museum Shop	<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>	To provide a wide range of gifts and books for sale to cater for visitor's requirements, whilst attracting visitors to the Museum and providing an income.				
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	Providing items for sale that complement exhibitions, events and programmes.				
<b>3. Who is intended to benefit from this policy and in what way?</b>	Public; shop; Museum; Council				
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	Visitors; customers; income generation; promoting exhibitions, events and the Museum				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Quality; range; cost; staffing; space; the economy; range of payment methods; Competition from internet sales				
<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>	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> Wide range of goods and sale methods			
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>					

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	N	Varied range of goods available
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	The space available could cause access problems for some and the shop counter would benefit from having a lower level section for people in wheelchairs. The shop does visit other venues however where access is not such a problem and internet sales of some goods is available
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	Varied range of goods available
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	Varied range of goods available
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	Varied range of goods available
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	Varied range of goods available
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 would be known or 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	Varied range of goods available
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><b>19. Is there any concern that there are unmet needs in relation to any of the above groups?</b></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>	Y	N	Please explain N A
<p><b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b></p>	Y	N	Please explain N A
<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>			No. A wide range of appropriate goods are available which can be bought by a variety of methods at a range of venues to suit different needs.

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? See Q22		

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

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

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