

GSA SUMMARY REPORT OF EQUALITY CONSIDERATION AND ASSESSMENT OF EQUALITY IMPACT

Date of Assessment:	02 November 2021	
School or Executive Group Area:	Deputy Director Research & Innovation	
Department:	Archives and Collections	
Lead member of staff: e-mail:	Susannah Waters s.waters@gsa.ac.uk	
Area of decision making/title of policy, procedure, programme or relevant practice:	Collection Care and Conservation Policy	
Please indicate if this is:	New:	<input type="checkbox"/>
	Existing/Reviewed:	<input checked="" type="checkbox"/>
<p>1.Summary of how equality, diversity and participation have been considered and due regard given to the Public Sector Equality Duty (PSED):</p> <p>The Collections Care and Conservation Policy ensures GSA pursues best practice in the care of its collections and archives as outlined in the Collections Trust’s Benchmarks in Collections Care for Museums, Libraries and Archives. It promotes access to GSA’s heritage by ensuring original archive and museums materials remain in a condition suitable for handling and use (e.g. in exhibitions), and through supporting the creation of digital surrogates.</p> <p>Equality consideration and due regard to Public Sector Equality Duty (PSED) has been given in reviewing this policy.</p>		
<p>2.Evidence used to make your assessment:</p> <p>Although records of interventive and preventative conservation activities are held by Archives and Collections, these do not contain evidence of how these activities relate to PSED.</p> <p>It has also been identified that there is a lack of evidence around the decision-making process for collections care and conservation programming and this would benefit from more clarity and transparency.</p>		
<p>3.Outline any positive or negative impacts you have identified:</p> <p>Potential for negative impact</p> <ul style="list-style-type: none"> In the current policy, the potential for negative impact arises due to the fact that there is no reference to the need to give equality consideration and due regard to PSED in relation to the programming and prioritisation of collection care and conservation activities. 		

- Whilst the purpose of collection care work is to ensure material remains accessible to current and potential users, there is currently no evidence to demonstrate how equality impact is considered and monitored in relation to this.

Potential for positive impact

The above points can be addressed by embedding equality impact into the decision-making process around collection care and conservation planning, and into the reporting and monitoring of these decisions. Currently, the prioritisation of material for collection care or conservation projects is mainly based on the item’s physical status, and the current user demand. The relevance of the material to protected characteristics and its potential to increase access to these stakeholder groups is not considered. Going forward, this factor will be included in the planning process to ensure the care and conservation of collections supports access for a wide range of stakeholders and not just current users

Reviewing this work and capturing collections care and conservation data will increase the evidence base for equality impact in relation to this activity.

Disseminating information about conservation and collections care work could increase understanding or how these activities underpin access to the holdings and encourage further engagement.

If the above actions are undertaken, there is potential for collections care and conservation activities to further enhance access and reduce barriers to the School’s heritage.

These actions will potentially have a positive impact in relation to all protected characteristics:

Protected Characteristic	Action	Impact
Age	Include relevance of material to protected characteristics as a factor in collections care and conservation planning and prioritisation (alongside physical status and current user demands). Collating data on this work and reviewing annually.	Potentially positive as material relating to protected characteristics is more likely to be prioritised for collections care and conservation work and in turn this will make the material more accessible. Reviewing activity in this area on an annual basis will show if it is supporting equality impact and/or if further action needs to be undertaken.
Disability		
Race		
Religion and Belief		
Pregnancy and Maternity		
Marriage and Civil Partnership		
Gender Reassignment (including Trans and Non-Binary)	Disseminate information about collections care and conservation activities via website, blog and social media.	Potential for positive impact by engaging users with collections care and conservation work and fostering greater understanding and access to the holdings.
Sex		
Sexual Orientation		

4.Actions you have taken or planned as a result of your findings:

(Please complete the action plan in this section)

Action	Equality Impact	Person responsible	Time frame
Include role of equality impact in relation to work programmes in the Collections Care and Conservation Policy.	The potential for positive impact by embedding equality consideration in planning of conservation and collection care activities.	Susannah Waters	Completed November 2021
Develop an evaluation framework (including reference to object condition, user needs and equality impact) for use by Archives and Collections staff in collections care and conservation planning work.	The potential for positive impact can be increased through the use of a clear framework which includes equality consideration.	Michelle Kaye	AY 2021/22
Collate, review and report on outcomes of collections care and conservation work, including in relation to access and use of the material.	Gathering and reviewing evidence of collections care and conservation activities will inform future planning through identifying potential positive and negative impacts and areas that require further action.	Michelle Kaye	AY 2021/22
Promote understanding of how collections care and conservation work can enhance access and reduce barriers by disseminating information through online channels and social media.	The potential for positive impact can be increased through promoting understanding of GSA's conservation and collection care activities and their role in supporting user access.	User services team	AY 2021/22

5. Where/when will progress and the outcomes of your actions be reported and reviewed:

Changes to the Collections Care and Conservation Policy will be submitted to the Senior Leadership Group and the Museum & Archive Committee for approval.

Other actions will be incorporated into the Archives and Collections operational plan for 2021/22.

Ongoing progress with collections care and conservation work will be reported to the Museum & Archive Committee.

6. How will your actions and intended outcomes contribute to the delivery of GSA's equality outcomes:

The above actions support GSA equality outcome 1: *Actively foster and support an organisational culture in which dignity and respect for self and others is understood and practiced, where confidence is encouraged and promoted, and where ignorance, prejudice and bias is challenged.*

The outcome of your assessment:

No action (no potential for negative or positive impact)

Action to remove barriers/mitigate negative impact

Action to promote positive impact

Sign-off, authorisation and publishing

Review Lead

Name	Susannah Waters
Position	Archives and Collections Manager
Signature	Susannah Waters
Date	02 November 2021

Executive Lead

Name	Irene McAra-McWilliam
Position	Deputy Director Research & Innovation
Signature	Irene McAra-McWilliam
Date	08/11/2021

Equality Lead (Head of Student Support and Development)

Signature	Julie Grant
Date	08/11/2021