

## Equality Impact Assessment Form (EqIA)

**As a public sector organisation, GSA has a legal duty under the Equality Act 2010 to assess the impact all of its new or revised policies, practices, procedures or projects may have on protected groups (as defined by the Act).**

The purpose of this assessment is to use relevant evidence and critical thinking to identify any impact (positive, negative or neutral) the policy, practice, procedure or project that is being assessed may have on the people it affects or is intended for.

The EqIA is a tool which helps mainstream equality into everything GSA does. It requires us to consider how we can mitigate or eliminate negative impact and, in turn, advance positive outcomes. Therefore, it must be undertaken during the development / review of the policy, practice, procedure or project it refers to and not after it has been finalised. Ideally, EqIAs should be a team effort of relevant parties to ensure a variety of perspectives have been consulted. All finalised EqIAs must be signed off by a Senior Leadership group lead and either the Head of Student Support and Development or GSA's Equality Officer, however, support from the Equality Officer is available at any stage of completion.

**Further guidance on how to complete an EqIA can be found on GSA's website and the Equality and Diversity section on the staff intranet. If you have any additional questions, please contact [equality@gsa.ac.uk](mailto:equality@gsa.ac.uk).**

<b>Name of Equality Impact Assessment</b> (E.g. Area of decision making/title of policy, procedure, programme or relevant practice)	Archives and Collections Loans for Exhibition Policy
<b>New or reviewed</b>	Reviewed
<b>Owner/Review Lead and role</b>	Polly Christie, Archives and Collections Manager
<b>Department or School</b>	Archives and Collections
<b>Date of assessment</b>	23/04/2024

## 1. Purpose of policy / practice / procedure / project being assessed – brief description

The Loan for Exhibition Policy ensures GSA complies with national and international guidelines and codes of practice relating to the lending of artworks including the Museum Association's Code of Ethics (2016) and Smarter Loans (2012). It also promotes access to GSA's heritage holdings through loans of museum and archive material to other organisations. Equality consideration and due regard to Public Sector Equality Duty (PSED) has been given in reviewing this policy.

GSA is entrusted to providing the widest possible access to the collections held in its care, enabling a broader cohort of users to access the collection.

## 2. Evidence used when undertaking this assessment – this can comprise of internal and external reports, survey data, etc

Information is available online about how loans requests are encouraged, managed and supported by Archives and Collections (see sections on *Using our Holdings* here: <https://gsarchives.net/policies/>). These information sources have been reviewed, alongside the Loans for Exhibition Policy to establish where gaps in service provision or barriers to access exist.

Other policies that have been reviewed and used to benchmark against include:

The V&A<sup>1</sup>

The National Trust Loans Out Procedure<sup>2</sup>

Glasgow Museums' Lending Policy<sup>3</sup>

National Museums of Scotland Collections Information and Access Policy<sup>4</sup>

Information is collected about numbers of loans approved for each borrowing institution, who in return commit to gather and share metrics on visitor numbers and profiles, feedback, workshops tours and online resources, and how the exhibition will advance equality of opportunity. This is agreed through GSA's Loan Request Form [https://gsarchives.net/wp-content/uploads/2022/10/GSA.ArchivesCollections.Form\\_Request.Loan\\_.pdf](https://gsarchives.net/wp-content/uploads/2022/10/GSA.ArchivesCollections.Form_Request.Loan_.pdf)

Guidelines to support Borrowing were also published in March 2022 <https://gsarchives.net/wp-content/uploads/2022/04/GSA.ArchivesCollections.Guidelines.SupportingBorrowing.pdf>

The MA's Code of Ethics is currently under review due to the significant changes to the sector and society, such as the Covid pandemic, Black Lives Matter movement and the cost-of-living crisis. The review will consider these changes and the ethical ramifications they may have. Once completed we will review and reflect upon the new code, and make any changes to our policy as required. (see <https://www.museumassociation.org/campaigns/ethics/code-of-ethics-review/> )

<sup>1</sup> <https://www.vam.ac.uk/info/loans-policy-and-conditions>

<sup>2</sup> <https://nt.global.ssl.fastly.net/binaries/content/assets/website/national/pdf/national-trust-loans-out-procedure.pdf>

<sup>3</sup> <https://www.glasgowlife.org.uk/media/o42f0wil/glasgow-museums-lending-policy2.pdf>

<sup>4</sup> [https://www.nms.ac.uk/media/1163460/collections-information-and-access-policy\\_2021.pdf](https://www.nms.ac.uk/media/1163460/collections-information-and-access-policy_2021.pdf)

<b>3. Type of impact by protected characteristic – please provide details of the potential impact (could be more than just one type); make reference to relevant evidence (from the list you provided above) where applicable</b>			
	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
<b>Age</b>	<p>The potential for positive equality impact has been identified through embedding PSED into the Loans for Exhibition Policy, which has increased access to GSA’s holdings, promoted the public benefit that can be derived from them and supported other museums and organisations to access our collections for loan.</p> <p>There is also positive impact by providing more information to potential borrowers through the Guidelines to Support Borrowing, which encourages a wider range of stakeholders to engage with the GSA Archives and Collections, and through the Loan Request Form which highlights the importance of Equality Diversity and Inclusion, with regards to exhibitions that borrow from GSA, and solicits metrics and evidence to demonstrate the same.</p> <p>Our new webpage <a href="https://gsaarchives.net/explore/loans/">https://gsaarchives.net/explore/loans/</a> also emphasises that GSA welcomes loan requests, and is committed to making its collections widely available to organisations in the UK and internationally.</p> <p>Since implementing the actions from the last EqIA the reach of the collections has become</p>		

	more diverse and more fully represents GSA's ambitions in Equality Diversity and Inclusion.		
<b>Disability</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
	As above (see Age)	As above (see Age)	
<b>Gender reassignment (covers Trans identities)</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
	As above (see Age)	As above (see Age)	
<b>Marriage and Civil Partnership</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
	As above (see Age)	As above (see Age)	
<b>Pregnancy and Maternity</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
	As above (see Age)	As above (see Age)	
<b>Race</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
	As above (see Age)	As above (see Age)	

<b>Religion or Belief</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
	As above (see Age)	As above (see Age)	
<b>Sex</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
	As above (see Age)	As above (see Age)	
<b>Sexual orientation</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
	As above (see Age)	As above (see Age)	
<b>Impact on other groups</b> (e.g. Care Experienced; Carers; Military Veterans; Low Socioeconomic Status (SES); Asylum Seekers; British Sign Language Users, etc)	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
	As above (see Age)	As above (see Age)	

<b>4. How has the identified negative impact been mitigated?</b> – please provide details of undertaken actions broken down by protected characteristic			
n/a			
<b>5. Any outstanding mitigation (where applicable)</b> – please provide a concise action plan with action owner and a timescale for completion			
Action	Equality Impact	Person Responsible	Time frame
<b>6. Who has been consulted while undertaking this assessment?</b> – please list all relevant internal stakeholders			
Ceit Mackintosh (Equality Officer) Stella Hook (A&C Engagement Lead) Michelle Kaye (A&C Collections Lead)			
<b>7. How does the outcome of this assessment and the actions undertaken support GSA's <a href="#">2021 - 2025 Equality Outcomes</a></b>			
This assessment and the actions that have been undertaken support:			

**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 Loans for Exhibition Policy requires requests for loans to give information about how the proposed exhibition gives due regard to the three needs of the Public Sector Equality Duty

**EQUALITY OUTCOME 5:** *An increased number of people from diverse ethnic and cultural backgrounds contributing to learning, teaching and research at GSA and engaging with diverse local communities*

By encouraging loan requests and capturing user statistics and feedback, A&C will develop a comprehensive and robust equality and diversity data set which enables us to identify gaps, inform action, assess progress and measure impact for each Equality Outcome.

**8. How does the outcome of this assessment and the actions undertaken support the three main duties GSA has under the Equality Act 2010 [Equality Act 2010](#) to:**

- **eliminate discrimination, harassment and victimisation;**
- **advance equality of opportunity;**
- **foster good relations between people who share a relevant protected characteristic and those who do not?**

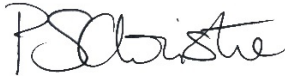

This policy encourages a broader range of organisations to access GSA's archives and collections, through providing simple, clear and consistent guidelines and making our expectations and commitment to EDI apparent. Embedding the importance of EDI within this policy positively impacts on fostering good relations between those who share a protected characteristic and those who do not.

**9. Where/when will action progress and outcome be reported and reviewed?**

Changes to the Loans for Exhibition Policy will be submitted to the Senior Leadership Group and the Museum & Archive Committee for approval.

**Next review date** – please consider any outstanding actions outlined above; the review period must be in line with the policy/service review and/or at intervals of no more than three years

May 2027

<b>Signed off by Owner/Review Lead</b> (Polly Christie, Archives and Collections Manager)	23/04/2024 
<b>Signed off by Senior Leadership group Lead</b> (Irene McAra-McWilliam - Deputy Director Research & Innovation)	13/05/24 
<b>Signed off by Equality Lead</b> Ceit Mackintosh, Equality Officer	08/05/2024