

Screening/Scoping Pro Forma

Section	Museum inc Castle Keep, Wanborough Barn, Salters and Undercroft.	Officer responsible for the screening/scoping	Jill Draper & Mike Beckwith		
Name of Policy to be assessed	Volunteering	Date of Assessment	24/07/08	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 encourage the community to become involved with the Museum in supporting services to the benefit of the volunteer, Museum and the public.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	Undertaking work that would otherwise be difficult to accommodate within staff workloads. Getting people more involved.				
3. Who is intended to benefit from this policy and in what way?	Museum; volunteers; Council; local community				
4. What outcomes are wanted from this policy/procedures/practice?	Greater work output; better links with the community; personal development opportunities; improved services and facilities				
5. What factors/forces could contribute/detract from the outcomes?	Lack of staff time to train and support; availability of volunteers with the correct skills				
6. Who are the main stakeholders in relation to the policy?	See Q3	7. Who implements the policy, and who is responsible for the policy?	Museum Manager		
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	Y	Please explain			
What existing evidence (either presumed or otherwise) do you have for this?	Also linked with religion in the sense that certain groups will require flexibility for worship and may not allow female volunteers to work alone with a man.				
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	N	Both sexes treated equally			

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	Easy access is not available to all parts of the Museum and allied buildings
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	Everybody treated equally
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	Volunteers usually need to be at least 16 years of age
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?	Y	See 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	No child or adult care facilities available for volunteers to use
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 known or determined
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 Everybody treated equally
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	Please explain for each heading (questions 8-16) on a separate piece of paper. Racial and religious requirements can be accommodated Access difficulties due to listed building status Age requirement due to legislation and supervision capacity
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?		N Please explain All appropriate steps being taken

20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?		N	Please explain
21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?		N	Please explain
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?		N	

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? No		

Signed
 (completing officer) Date July 2008

Signed
 (Head of Section) Date

Countersigned
 (Corporate Diversity/Diversity/Policy Team) Date September 2008