Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Nottingham Industrial Museum Licence & management Agreement **Name of Author:** Louise Button-Lowth
Department: Communities **Director:** Hugh White
Service Area: Museums and Galleries **Strategic Budget EIA Y/N (please underline)**
Author (assigned to Covalent): Louise Button-Lowth

Brief description of proposal / policy / service being assessed:
Nottingham Industrial Museum (NIM) will be operated on behalf of Nottingham City Council according to the terms of a comprehensive Licence and Management agreement by the volunteer group Nottingham Industrial Museum Limited. The museum is currently open to the public for weekends and bank holidays. Under the terms of the management agreement NIM's mission is to provide an inspiring, entertaining and educational experience for families, enthusiasts and schools. While Nottingham's industrial heritage is its focus, it will stage a wide range of other activity (e.g. living history interpretation) to develop audiences and animate its spaces.

Information used to analyse the effects on equality: The current demographic of volunteers is not particularly diverse with the majority of Volunteers being white, able bodied, males aged 40-60. The Nottingham City Museums and Galleries volunteer programme will support the NIM volunteers to monitor there volunteer demographic, and market and recruit volunteers from a more diverse range of backgrounds.

	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	☒	☐
Men	☐	☐
Women	☒	☐
Trans	☐	☐
Disabled people or carers.	☒	☐
Pregnancy/ Maternity	☐	☐
People of different faiths/ beliefs and those with none.	☐	☐
Lesbian, gay or bisexual people.	☐	☐
Older	☐	☐
Younger	☒	☐

How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
Development of additional opportunities to encourage participation, in terms of both visitors and volunteers will aim to benefit the groups identified.	The volunteer group will be offered continuing support through training and staff input from the Nottingham City Museums and Galleries team, to develop NIM, its site, collections and volunteers whilst fostering and environment of inclusion and organisational resilience. Volunteer Database support, July 2015 – This will aim to allow the group to analyse their volunteer data and

Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults). ***Please underline the group(s) /issue more adversely affected or which benefits.***	☐	☐		identify possible areas for further recruitment. Managing volunteers training – this is offered twice a year to all volunteers, especially those in leadership roles to give them skills to support volunteers from a variety of backgrounds. Planning and Running Family Friendly events training, January 2015 – This will enable the volunteers to facilitate family events and activities to encourage Family participation.

Outcome(s) of equality impact assessment:

•No major change needed ☒ •Adjust the policy/proposal ☐ •Adverse impact but continue ☐

•Stop and remove the policy/proposal ☐

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Note when assessment will be reviewed (e.g. Review assessment in 6 months or annual review); Note any equality monitoring indicators to be used; consider existing monitoring/reporting that equalities information could form part of.

Yearly reporting

Under the terms of the licence and management agreement the NIM board are required to produce a yearly report incorporating information on visitor figures, analysis of qualitative and quantitative monitoring undertaken, audience research and consultation, main achievements and successes. They also agree to take part in a visitor surveying activities that can be utilised to identify gaps in participation.

Other reviews

The introduction of a volunteer management System by the end of 2015 will allow easy access to data about NIM volunteers this can be used to target groups through outreach and community activity.

Yearly data analysis will be undertaken but Nottingham City Museums and Galleries volunteer co-ordinators will be utilised to highlight areas of development.

Approved by (manager signature):

Ron Inglis – Nottingham City Museums and Galleries service manager.

Date sent to equality team for publishing:

5/10/15

Send document or link to:
equalityanddiversityteam@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
   http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.