

**GSA SUMMARY REPORT OF EQUALITY CONSIDERATION AND ASSESSMENT OF EQUALITY IMPACT**

Date of Assessment:	<b>01 April 2021</b>	
School or Executive Group Area:	Deputy Director (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:	Loan for Exhibition Policy	
Please indicate if this is:	New:	<input type="checkbox"/>
	Existing/Reviewed:	<input checked="" type="checkbox"/>
<p><b>1.Summary of how equality, diversity and participation have been considered and due regard given to the Public Sector Equality Duty (PSED):</b></p> <p>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 <i>Code of Ethics</i> (2016) and <i>Smarter Loans</i> (2012). It also promotes access to GSA’s heritage holdings through loans of museum, archive and special collections material to other organisations.</p> <p>Equality consideration and due regard to Public Sector Equality Duty (PSED) has been given in reviewing this policy.</p>		
<p><b>2.Evidence used to make your assessment:</b></p> <p>Although records of previous loan requests are held by Archives and Collections, these do not contain evidence of how these loans relate to PSED.</p> <p>It has also been identified that there is a lack of evidence around the decision-making process for loan requests and this would benefit from more clarity and transparency.</p>		
<p><b>3.Outline any positive or negative impacts you have identified:</b></p> <p>Potential for negative impact</p> <ul style="list-style-type: none"> <li>• 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 consideration of loan requests.</li> <li>• Whilst the purpose of loan requests is to increase access to GSA’s heritage holdings, there is currently no evidence to demonstrate how equality impact is considered in relation to this.</li> </ul>		

Potential for positive impact

The above points can be addressed by embedding equality impact into the decision-making process around loan requests, and into the reporting and monitoring of these decisions.

Clarifying the loan request procedure (through published guidelines which would supplement the current Loan for Exhibition Policy) would support organisations who wish to submit a loan request and may increase the range of organisations and venues successfully applying to loan material from GSA.

Capturing loan requests and outcome data will increase the evidence base for equality impact in relation to this activity.

If the above actions are undertaken, there is potential for GSA loans to enhance access and reduce barriers to the School's heritage.

**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 to equality impact and PSED in Loan for Exhibition Policy.	The potential for positive impact by embedding equality consideration and due regard to PSED in the loan request decision-making process.	Susannah Waters	Completed April 2021
Publish user-friendly guidelines to support organisations who wish to submit a loan request to GSA.	The potential for positive impact can be increased through the provision of clear guidelines which may encourage and enable a wider-range of organisations to submit a loan request.	Polly Christie	AY 2021/22
Clarify and publish the process for evaluating loan requests; include equality impact as part of this process; and request borrowers capture equality impact and report back to GSA.	A clear process will support organisations who wish to submit a loan request to GSA and promote transparency in our decision-making process. Recording requests and outcomes will also provide evidence, and therefore help to identify negative impact that needs to be addressed and	Polly Christie	AY 2021/22

	positive impact that can be built upon.		
Promote Archives & Collections loan service through online channels and social media, so as to reach a wider audience.	The potential for positive impact can be increased through promoting GSA's loan activities as this will potentially encourage a wider-range of organisations to submit loan requests.	User services team	AY 2021/22

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

Changes to the Loan for Exhibition 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.

**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) An organisational culture in which respect for self and others is understood and practiced; where identity-based ignorance or prejudice is challenged and confidence promoted and (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.

**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	
Date	07 April 2021

**Executive Lead**

Name	<b>Irene McAra-McWilliam</b>
Position	<b>Deputy Director (Research and Innovation)</b>
Signature	
Date	<b>13 April 2021</b>

**Equality Lead (Head of Student Support and Development)**

Signature	<b>Julie Grant</b>
Date	<b>09/04/2021</b>