

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.

Name of Equality Impact Assessment (E.g. Area of decision making/title of policy, procedure, programme or relevant practice)	Archives and Collections service Collections Development Policy
New or reviewed	Reviewed
Owner/Review Lead and role	Michelle Kaye, Collections Development Officer
Department or School	Archives and Collections
Date of assessment	22/02/2022

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

The GSA Archives and Collections service has a formal Collection Development Policy in place. This policy ensures that the Glasgow School of Art acts in accordance with nationally agreed standards for museums in the UK with regard to acquisitions and disposals i.e. what material is added to or removed from the museum and archive collections.

The Collection Development Policy includes a definition of the Archives and Collections service's themes and priorities for future collecting:

“The extent of future acquisitions for The Glasgow School of Art's Archives and Collections (as a result of gift, bequest or purchase) will be restricted to items of a fine art, design or architectural nature. All future acquisitions will relate to either the history or development of teaching at the School, or will consist of work and/or records either produced by, or in the collection of, former staff and students of the School, current staff and students of the School, or by individuals or groups directly associated with the School. Collections development activities take into consideration the UK Government's Public Sector Equality Duty and aim to ensure the holdings represent GSA's diverse and evolving learning & teaching, research and cultural environment as it is now and as it was in the past. This policy ensures that The Glasgow School of Art acts in accordance with nationally agreed standards for museums and archives in the UK with regard to acquisitions and disposals.”

The decision-making process around identifying suitable material for the holdings is further clarified in the A&C's [Decision Guide](#).

Between 2013 and 2017 work was undertaken to develop a Collections Development Plan which set out in more detail the goal that the collections should be a high-profile and widely-used resource which should provide a window onto the diverse and evolving Learning & Teaching and Research environment of the School as it is now and as it was in the past, specifically a comprehensive collection which represents

- work by staff and students, past and present
- the full range of practice undertaken at the GSA now and throughout our history

Work to deliver this plan has been delayed due to staffing changes but the plan is being reviewed in 2022. At the current time, acquisitions of contemporary work by students are actively sought by collecting the work of UG and PG prize winners (specifically the Newbery, Foulis and Chair Medal prizes). However, acquisitions of historic material (e.g. work by GSA alumni) is not proactively managed, rather the A&C wait for donors to approach the service voluntarily and then assess if the material on offer is a suitable fit for the holdings. In addition, A&C projects such as research projects or exhibitions have resulted in material being offered to the GSA in relation to the themes of these projects.

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

Collections development activities take into consideration the UK Government's Public Sector Equality Duty and aim to ensure the holdings represent GSA's diverse and evolving learning & teaching, research and cultural environment as it is now and as it was in the past. The Collections Development policy ensures that The Glasgow School of Art acts in accordance with nationally agreed standards for museums and archives in the UK with regard to acquisitions and disposals.

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			
Age	Positive impact	Negative impact	Neutral impact
	<p>The potential for positive equality impact has been identified where equality consideration and due regard to the PSED is embedded into Archives and Collections service Collection Development Policy, into the Collections Development Plan and criteria set for new acquisitions in order to ensure that acquisitions demonstrate a diversity of perspective and / or enhance cultural diversity in the collection.</p> <p>There is also potential for positive impact by providing more information to potential donors and by promoting this area of the A&C's activities so that a wider range of stakeholders can engage with these processes, the service and the holdings.</p> <p>If the actions in this EqIA are undertaken the holdings will become more diverse and will more fully represent GSA's activities and community.</p>	<p>Across 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 the PSED in the acquisition and disposal of artefacts or in the development of the Archives and Collections service Collection Development Plan.</p> <p>Whilst the drive to develop GSA's archives and collections is inclusion, there is currently no evidence to demonstrate how diversity of culture or the perspectives of protected characteristic or under-represented groups is reflected or represented.</p>	
Disability	Positive impact	Negative impact	Neutral impact
	As above (see Age)	As above (see Age)	
Gender reassignment (covers Trans identities)	Positive impact	Negative impact	Neutral impact
	As above (see Age)	As above (see Age)	

Marriage and Civil Partnership	Positive impact	Negative impact	Neutral impact
	As above (see Age)	As above (see Age)	
Pregnancy and Maternity	Positive impact	Negative impact	Neutral impact
	As above (see Age)	As above (see Age)	
Race	Positive impact	Negative impact	Neutral impact
	As above (see Age)	As above (see Age)	
Religion or Belief	Positive impact	Negative impact	Neutral impact
	As above (see Age)	As above (see Age)	
Sex	Positive impact	Negative impact	Neutral impact
	As above (see Age)	As above (see Age)	
Sexual orientation	Positive impact	Negative impact	Neutral impact
	As above (see Age)	As above (see Age)	
Impact on other groups (e.g. Care Experienced; Carers; Military Veterans; Low Socioeconomic Status (SES); Asylum Seekers; British Sign Language Users, etc)	Positive impact	Negative impact	Neutral impact
	As above (see Age)	As above (see Age)	

4. How has the identified negative impact been mitigated? – please provide details of undertaken actions broken down by protected characteristic

Both the above points can be addressed by ensuring that equality consideration is embedded in decision making in respect of collection development and in the reporting and monitoring of these decisions. In addition to this, the documentation of existing holdings is under review (see Documentation Policy EqIA), so ensure the diversity of material already present in the holdings is accurately described and accessible to all.

5. Any outstanding mitigation (where applicable) – please provide a concise action plan with action owner and a timescale for completion

Action	Equality Impact	Person Responsible	Time frame
The Equality Act 2010 and the PSED should be referenced under a separate point under (9) in the Collection Development Policy in order to ensure that equality consideration is embedded into the procedure for acquisition;	Positive	Collections Development Officer	May 2022
Ensure curatorial principles in respect of disposal clearly set out how equality consideration and due regard to the PSED is given;	Positive	Collections Development Officer	May 2022
Update Collections Development Policy to commit to PSED and to developing a collection which reflects the diversity of GSA past and present;	Positive	Collections Development Officer	AY 2021-2022
Update website information to highlight collecting priorities;	Positive	Collections Development Officer	AY 2021-2022

Update Decision Tree to further clarify collecting priorities;	Positive	Collections Development Officer	AY 2021-2022
Update Collection Development Plan to identify how the collection can be developed to better represent the student and staff body, and any protected characteristics therein;	Positive	Collections Development Officer	AY 2022-2023
Promote Archives & Collections acquisition activities through online channels and social media, so as to reach a wider audience;	Positive	A&C User Services Team	AY 2022-2023
Embed acquisition work with research, L&T, collections documentation and care, and engagement projects so as to support current research and user interests;	Positive	A&C Manager	AY 2022-2023
Introduce periodical collection review to assess whether gaps in representation of protected characteristics are being addressed and update collections plan accordingly.	Positive	Collections Development Officer	AY 2027-2028 (ongoing)

6. Who has been consulted while undertaking this assessment? – please list all relevant internal stakeholders

Svetoslava Sergieva -Equality Officer

7. How does the outcome of this assessment and the actions undertaken support GSA's [2021 - 2025 Equality Outcomes](#)

This EqIA and the actions that emerged from it support:

EQUALITY OUTCOME 2: *Continue to evaluate our physical and digital environment, aiming to optimise accessibility and inclusivity by acknowledging and providing for the needs of our students, staff and stakeholders.*

EQUALITY OUTCOME 5: *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?

The actions that emerged from this assessment support the above duties by demonstrating that GSA understands and values equality perspectives and the contribution of different artists from different cultural backgrounds and from different protected characteristics through its artefacts and the development of its collections.

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

The action plan above will be monitored as actions are incorporated into the Archives and Collections Operational Plans. Progress in relation to Collections Development activities is included in acquisitions reporting to the Museum and Archive Committee.

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 2024

Signed off by Owner/Review Lead (Michelle Kaye – Collections Development Officer)

22/02/2022

Signed off by Senior Leadership group Lead (Irene McAra-McWilliam – Deputy Director Innovation)

01/04/2022

Signed off by Equality Lead (Svetoslava Sergieva – Equality Officer)

22/03/2022

