



EQUALITY RELEVANCE ASSESSMENT TEMPLATE

1. Policy details	
Policy Title	Acquisition and Disposal Policy – Museums Service
Policy Lead Officer	Elizabeth Henderson, Museums Officer
Date Relevance Assessment Conducted	2 November 2011
2. Discretion?	
YES	<input checked="" type="checkbox"/> X
NO	<input type="checkbox"/>
3. Which groups of people do you think will be, or potentially can be, impacted upon by the implementation of this policy? (Please ✓ below as appropriate)	
People from black and minority ethnic communities and different racial backgrounds	X
Women and men (boys and girls)	X
People with disabilities	X
Older people, children and young people	X
Lesbian, gay and bisexual people (including transgender people)	X
People of different religions or beliefs	X
4. Do you have evidence or reason to believe that this policy will, or may potentially:	
General Duties	Level of impact (high , medium or low)
Eliminate discrimination faced by particular groups	Low
Impact upon the promotion of equality of opportunity between particular groups	Low
Impact upon good relations between particular groups	Low
Promote positive attitudes towards different groups	Low
Increase participation of particular groups in public life	Low
Overall relevance to equality	Low
5. Equality impact assessment required? (All high and medium policies MUST be impact assessed)	
YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/> X
6. Decision rationale	
<p>This policy relates to museum objects, not to donors or museum visitors. The donor must have legal title to the object before donating it and no other museum should have a prior claim on the object. Decisions to accept objects are based on criteria surrounding the object, not the donor. The object must be associated with West Lothian or be representative of activities commonly carried out in this area. The object must be in reasonable condition and be suitable for public display. The Service must be able to store the object appropriately to ensure its long term survival. In the unlikely event of a planned disposal all donors or their heirs would be contacted.</p>	