



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

Department	Archives, Information Services
Date	13 March 2013

Name of Policy*
Archives Access Policy

What are the aims, objectives & projected outcomes?	
<ul style="list-style-type: none"><i>Details of the intended policy aims</i> To provide access to archival collections.<i>Outline of the objectives</i> Provide information to users and potential users on access arrangements to the archives and outline the basic services available.<i>What outcomes the policy will achieve.</i> Inform users that an appointment is necessary to access archives and provide them with the means by which to make one.	
This is a new policy	N
This is a change to an existing policy	N
This is an existing policy	Y

Will the policy have an impact on students, staff or members of the public?	Y
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	Y
Are there any aspects of the policy that could contribute to equality or inequality?	Y

Senior Manager sign-off	N/A
Date	

* The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents

FULL EQUALITY IMPACT ASSESSMENT

School/ Department	Archives, Information Services
Date	29 March 2013

Name of Policy
Archives Access Policy

What are the aims, objectives & projected outcomes?
<ul style="list-style-type: none"> • <i>Details of the intended policy aims</i> To provide access to archival collections. • <i>Outline of the objectives</i> Provide information to users and potential users on access arrangements to the archives and outline the basic services available. • <i>What outcomes the policy will achieve.</i> Inform users that an appointment is necessary to access archives and provide them with the means by which to make one.

1 SCOPING THE EIA

1.1 Scope of the EIA work
<p>The current Archives Access Policy was drawn up by the Head of Information Services and the Archives Officer.</p> <p>Access and enquiry data are captured (statistics are published in an annual report) however no specific data pertinent to EIA is kept.</p> <p>This is the first EIA to be carried out relating to this policy and associated practices.</p> <p>Due consideration has been given to the policy document and related procedures/practices as well as to the physical accessibility of the archive.</p>

2 COLLECTING DATA

2.1 What relevant quantitative and qualitative data do you have?	
Race	None

Religion or belief & non-belief	None
Disability	Alternative Formats of the document may be required. Physical access issues may occur.
Gender	None
Gender Identity	None
Sexual Orientation	None
Age	None

2.2 What are the overall trends/patterns in this data?

With no data on access trends relating to the above factors researched, this question cannot be answered meaningfully at this point in time.

2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?

- No direct physical access issues have been identified, but should any E&D related access issues arise, reasonable adjustments can be made. Consideration should be given to formalising possible adjustment measures.
- The archives access policy is currently only available online in pdf format and in English, which may present a barrier to some user groups. Consideration should be given on an institution-wide basis regarding possible procedure for provision of alternative formats for all RCS documents.
- The current policy contains a statement which may require updating: RCS Archives welcomes people from every part of the community and is committed to promote equality of opportunity in all aspects of the service, however some restrictions on access are inevitable due to the nature, content or physical condition of the material.
- Care should be taken on an institutional level to ensure all RCS documents feature the same Equal Opportunities statement.

3 INVOLVING AND CONSULTING STAKEHOLDERS

3.1 Internal consultation and involvement:

There is no discernible impact of this policy on other Conservatoire policies and services.

Consideration should be given to include an E&D access question in forthcoming archive user feedback questionnaires.

3.2 External consultation and involvement:

No external consultation has been carried out due to the relative newness of the service.

Consideration should be given to potential benefits of future external consultation.

4 ASSESSING IMPACT

4.1 Assessment of the impact

Some of the restrictions on access are of necessity and are not of themselves discriminatory in relation to E & D issues.

Based on this EIA, the following actions have been identified as positive ways to promote equal access to the RCS Archive for all and thus mitigate potential negative impacts.

- Consideration should be given to formalising reasonable physical access adjustment measures.
- Consideration should be given to potential benefits of future external consultation.
- Consideration should be given on an institution-wide basis regarding possible procedure for provision of alternative formats for all RCS documents.
- Care should be taken on an institutional level to ensure all RCS documents feature the same Equal Opportunities statement.
- Consideration should be given to include an E&D access question in forthcoming archive user feedback questionnaires.

5 ACTION PLANNING AND SIGN OFF

5.1 Sign-off

Date of completion of EIA	13 March 2013
Compiled by	Stuart Harris-Logan, Archive Officer
Senior Manager sign-off	Maggie Kinloch, Vice Principal
Date to E + D Officer	2/04/2013
Date of EIA publication	April 2013
Review date	March 2014

ANNEX B - Consolidation of Royal Conservatoire Equality Impact Assessment Report – April 2013

ACTION / ACTIVITY	OWNER AND INTERESTED STAKEHOLDERS	DEPENDENCIES / RISKS / CONSTRAINTS	COMPLETION DATE	PROGRESS UPDATE
Consider formalising reasonable physical access adjustment measures	Archives & Information Services		asap	
Consider potential benefits of future external consultation	Archives & Information Services		asap	
Establish procedure how to make policy document available in alternative formats on request	Institution-wide concern re general lack of procedure for provision of alternative formats for all RCS documents.	Staffing implications which may be met by a Conservatoire-wide approach to similar barriers		
Reword policy to make explicit that archives are accessible and alternative access arrangements can be made if necessary; consider general wording of policy to move away from generic statements	Archives & Information Services		asap	