

**F.E. McWilliam Gallery & Studio**  
**Armagh City, Banbridge and Craigavon Borough Council**

**ACCESS POLICY STATEMENT**  
**October 2023**

## **1. INTRODUCTION**

The F.E. McWilliam Gallery & Studio and Armagh City, Banbridge and Craigavon Borough Council, aim to welcome all members of society into the Museum, regardless of sex, age, sexuality, social status, ethnic origin or ability. In support of this aim, this Access Policy sets out our criteria for providing access to the Museum's collections. It aims to promote understanding and enjoyment of the collections through a wide range of means, as resources allow.

Information regarding access to the museum can be found here:

[www.visitarmagh.com/places-to-explore/f-e-mcwilliam-gallery/your-visit/](http://www.visitarmagh.com/places-to-explore/f-e-mcwilliam-gallery/your-visit/)

## **2. TYPES OF ACCESS**

### **Areas of access covered by this policy are:**

- 2.1 Physical  
Physical access refers to the building, its construction and facilities.
- 2.2 Sensory  
Sensory access encompasses means of interpretation which may be required by those with limited sight or hearing.
- 2.3 Cultural  
Cultural access takes into account the diversity of visitors and employees backgrounds within the limitations of the existing collections.
- 2.4 Intellectual  
Intellectual access refers to the provision of information for visitors with a range of learning styles and abilities.
- 2.5 Financial Access  
Financial access includes the provision of free admission to the Museum, in addition to activities, events, publications and commercial facilities to suit a range of incomes.

## **3. POLICY**

### **3.1 The Building**

- 3.1.1 The Museum is fully accessible to visitors with physical impairments.
- 3.1.2 The building is navigable by visitors with visual impairments.
- 3.1.3 The Studio and Sculpture Garden are also fully accessible to visitors with physical and visual impairments.
- 3.1.4 Car parking for visitors with physical impairments is situated close to the front door of the building.

### **3.2 Front of House/Visitor Care**

- 3.2.1 Front of house staff will assist and welcome all visitors according to their needs.
- 3.2.2 The reception desk is at a suitable height for wheelchair users.
- 3.2.3 The comfort and ease of visitors is addressed, including the provision of appropriate toilets, nappy changing facilities, access for push chairs, seating in galleries and an on-site wheelchair.
- 3.2.4 The Museum aims to provide adequate signage and/or navigation tools to suit a range of visitor needs (e.g. in different sensory formats and languages), as resources become available.
- 3.2.5 The Museum provides seating throughout the exhibition space and sculpture garden and for those who need to sit during exhibition openings and events.
- 3.2.5 The needs of physically impaired visitors have been considered in relation to the fire evacuation policy.

### **3.3 Collections interpretation & management**

#### **Learning about the Collection**

The Gallery encourages and enables the widest possible audience to study the Collection. It seeks ways to improve and extend access to information and scholarly research. The F.E. McWilliam Gallery & Studio continues to consult people with impairments, specialist organisations, and other museums and galleries, on the best and most practical ways of improving intellectual access.

#### **The Museum aims to:**

- 3.3.1 Provide varied means of access to its collections, within its financial means, including visual displays, publications and website information written in a simple accessible language.
- 3.3.2 Provide interpretive information at varying height levels and in formats appropriate for visitors with limited sight or hearing, as resources allow, for example through ICT and large print labels.
- 3.3.3 Provide levels of information to suit a range of audiences and abilities, as resources allow.
- 3.3.4 Provide publications to suit different levels of inquiry and financial means.
- 3.3.5 Ensure that the presentation and labelling of displays respects a diversity of backgrounds.
- 3.3.6 Ensure that the public is aware that admission to the Museum/Gallery is free

### **3.4 Education**

#### **The Gallery aims to:**

- 3.4.1 Provide educational materials for different audiences and levels of ability, as resources allow.
- 3.4.2 Provide education programmes to interpret the collections for people from a range of backgrounds and abilities.
- 3.4.3 Make educational events as accessible as possible to people with a wide range of abilities and needs.
- 3.4.4 Provide educational programmes and visits tailored to specific groups and audiences.

### **3.5 Publicity/marketing**

#### **The Gallery aims to:**

- 3.5.1 Keep the general public, including a wide range of audience groups, informed of permanent and temporary displays and events through appropriate publicity.
- 3.5.2 Provide publicity material on request in alternative formats for a range of needs, as resources allow.

### **3.6 Employment and training**

- 3.6.1 The Museum/Gallery aims to ensure that its employment practices do not discriminate against people with disabilities and maintains a system for monitoring and reviewing procedures in line with Armagh City, Banbridge and Craigavon Borough Council.
- 3.6.2 The Museum/Gallery aims to provide disability awareness training for all staff and consult specialist organisations and other experts on ways to improve training in this area.
- 3.6.3 The Curator of F.E .McWilliam Gallery & Studio meets regularly with the Arts Culture and Heritage Manager (Armagh City, Banbridge and Craigavon Borough Council) to discuss improvements to the Museum/Gallery's provision and to agree upon recommendations for further action.

### **3.7 Management of the Policy**

- 3.7.1 This Policy will give rise to an Access Specific Action Plan outlining specific needs and projects (as resources allow), with named individuals responsible for realising these aims and a schedule for their implementation.
- 3.7.2 Armagh City, Banbridge and Craigavon Borough Council will be responsible for the implementation of the Policy and Action Plan.
- 3.7.3 This Policy will be reviewed in Oct 2025.

## Appendix 1 Equality Screening Form

### Policy Scoping

Policy Title:  Access Policy Statement – Armagh County Museum / FE McWilliam Gallery and Studio

**Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.**

Armagh County Museum/F.E. McWilliam Gallery & Studio and Armagh City, Banbridge and Craigavon Borough Council, aim to welcome all members of society into the Museum. In line with Section 75 of the Northern Ireland Act 1998, we will have due regard to the need to promote equality of opportunity between:

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- Between men and women generally
- Between persons with a disability and persons without
- Between persons with dependants and persons without

In support of this aim, this Access Policy sets out our criteria for providing access to the Museums' collections.

**Intended aims/outcomes. What is the policy trying to achieve?**

It aims to promote understanding and enjoyment of the collections through a wide range of means, as resources allow.

### Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to The Council to amend the policy?

The policy has been developed in response to the Museum Accreditation Scheme. This scheme sets out nationally-agreed standards, which inspire the confidence of the public and funding and governing bodies. It is managed as a UK partnership between Arts Council England, the Welsh Government, Museums Galleries Scotland and Northern Ireland Museums Council.

**Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.**

All section 75 categories will benefit from this policy but in particular the categories of race, age, gender and disability

**Who initiated or wrote the policy (if The Council decision, please state). Who is responsible for implementing the policy?**

<b>Who initiated or wrote the policy?</b>	<b>Sarah Millsopp / Riann Coulter</b>
<b>Who is responsible for implementation?</b>	Facility Managers – Sarah Millsopp / Riann Coulter

**Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?**

None

### **Main stakeholders in relation to the policy**

Please list main stakeholders affected by the policy (e.g. staff, customers, other statutory bodies, community or voluntary sector, private sector)

With respect to this policy statement everyone is a stakeholder and in particular museum visitors, donors, researcher, volunteers, schools and staff

**Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.**

Equality and Diversity Framework  
Equality Scheme

### **Available Evidence**

The Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories. For up to date [S75 Borough Statistics](#)

<b>Section 75 category</b>	<b>Evidence</b>
Religious belief	n/a
Political opinion	n/a
Racial group	The policy has been informed by best practice within the sector and Council's corporate policies. Cultural access takes into account the diversity of visitors and employees backgrounds within the limitations of existing collections.
Age	The policy has been informed by best practice within the sector in relation to disability access and with adherence to Council's corporate policies and initiatives. The policy takes into account physical, sensory and intellectual access. The policy provides a link to the Council's AccessAble initiative where an access guide of the museums is available. This helps to inform visitors of the

	access features available. A link is also provided to the Council's Inclusive ABC page
Marital status	n/a
Sexual orientation	n/a
Men and women generally	The museums aim to provide levels of information and programmes to suit a range of audiences
Disability	The policy has been informed by best practice within the sector in relation to disability access and with adherence to Council's corporate policies and initiatives. The policy takes into account physical, sensory and intellectual access. The policy provides a link to the Council's AccessAble initiative where an access guide of the museums is available. This helps to inform visitors of the access features available. A link is also provided to the Council's Inclusive ABC page
Dependants	The policy has been informed by best practice within the sector in relation to disability access and with adherence to Council's corporate policies and initiatives. The policy takes into account physical, sensory and intellectual access. The policy provides a link to the Council's AccessAble initiative where an access guide of the museums is available. This helps to inform visitors of the access features available. A link is also provided to the Council's Inclusive ABC page

### Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

<b>Section 75 category</b>	<b>Needs, experiences and priorities</b>
Religious belief	n/a
Political opinion	n/a
Racial group	The policy has been informed by best practice within the sector and Council's corporate policies. Cultural access takes into account the diversity of visitors and employees backgrounds within the limitations of existing collections.
Age	The policy has been informed by best practice within the sector in relation to disability access and with adherence to Council's corporate policies and initiatives. The policy takes into account physical, sensory and intellectual access. The policy provides a link to the Council's AccessAble initiative where an access guide of the museums is available. This helps to inform visitors of the access features available. A link is also provided to the Council's Inclusive ABC page
Marital status	n/a
Sexual orientation	n/a
Men and women generally	The museums aim to provide levels of information and programmes to suit a range of audiences.
Disability	The policy has been informed by best practice within the sector in relation to disability access and with adherence to Council's corporate policies and initiatives. The policy takes into account physical, sensory and intellectual

	access. The policy provides a link to the Council's AccessAble initiative where an access guide of the museums is available. This helps to inform visitors of the access features available. A link is also provided to the Council's Inclusive ABC page. Reasonable adjustments will be made as required to ensure access for disabled customers and employees.
Dependants	The policy has been informed by best practice within the sector in relation to disability access and with adherence to Council's corporate policies and initiatives. The policy takes into account physical, sensory and intellectual access. The policy provides a link to the Council's AccessAble initiative where an access guide of the museums is available. This helps to inform visitors of the access features available. A link is also provided to the Council's Inclusive ABC page.

### Screening Questions

#### 1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	n/a	n/a
Political opinion	n/a	n/a
Racial group	Cultural access takes into account the diversity of visitors and employees backgrounds within the limitations of existing collections	Positive minor
Age	A positive impact enabling access to the museum/gallery. The policy takes into account physical, sensory and intellectual access.	Positive minor
Marital status	n/a	n/a
Sexual orientation	n/a	n/a
Men and women generally	The museums aim to provide levels of information and programmes to suit a range of audiences	Positive minor
Disability	A positive impact enabling access to the museum/gallery. The policy takes into account physical, sensory and intellectual access.	Positive minor
Dependants	A positive impact enabling access to the museum/gallery. The policy	Positive minor



	takes into account physical, sensory and intellectual access.	
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**2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?**

Category	If yes, provide details	If no, provide reasons
Religious belief	n/a	n/a
Political opinion	n/a	n/a
Racial group	n/a	n/a
Age	n/a	n/a
Marital status	n/a	n/a
Sexual orientation	n/a	n/a
Men and women generally	n/a	n/a
Disability	n/a	n/a
Dependants	n/a	n/a

**3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?**

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	n/a	None
Political opinion	n/a	None
Racial group	n/a	None

**4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

Category	If yes, provide details	If no, provide reasons
Religious belief	n/a	n/a
Political opinion	n/a	n/a
Racial group	n/a	n/a

**Multiple Identity**

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

**Disability Discrimination (NI) Order 2006**

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

Yes – the museums are inclusive facilities promoting positive attitudes towards everyone including disabled people

Is there an opportunity for the policy to encourage participation by disabled people in public life?

n/a

### Screening Decision

#### **A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY**

Please identify reasons for this below

#### **B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED**

Where the impact is likely to be minor, you should consider if the policy can be mitigated, or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

Armagh County Museum/F.E. McWilliam Gallery & Studio and Armagh City, Banbridge and Craigavon Borough Council, aim to welcome all members of society into the Museum. In line with Section 75 of the Northern Ireland Act 1998, we will have due regard to the need to promote equality of opportunity between:

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- Between men and women generally
- Between persons with a disability and persons without
- Between persons with dependants and persons without

All section 75 categories will benefit from this policy but in particular the categories of age, gender, race and disability.

The policy has been informed by best practice within the industry and Council's corporate policies. Cultural access takes into account the diversity of visitors and employees backgrounds within the limitations of existing collections. The policy takes into account physical, sensory and intellectual access. The policy provides a link to the Council's AccessAble initiative where an access guide of the museums is available. This helps to inform visitors of the access features available. A link is also provided to the Council's Inclusive ABC page. The museums aim to provide levels of information and programmes to suit a range of audiences.

#### **C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED**

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

### **Timetabling and Prioritising**

**If the policy has been screened in for equality impact assessment**, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

#### **Policy Criterion**

Effect on equality of opportunity and good relations

Social need

Effect on people's daily lives

#### **Rating (1-3)**

*Choose an item.*

*Choose an item.*

*Choose an item.*

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the Council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

### **Monitoring**

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring ([www.equalityni.org](http://www.equalityni.org)).

Identify how the impact of the policy is to be monitored

This policy will be reviewed in 2025

### **Approval and Authorisation**

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/The Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Sarah Millsopp Riann Coulter	Museum Services Manager Curator	20/09/2023
Approved by	Position/Job Title	Date
		<i>Click or tap to enter a date.</i>

**Please forward a copy of the completed policy and form to:**

[Equality@armaghbanbridgecraigavon.gov.uk](mailto:Equality@armaghbanbridgecraigavon.gov.uk)

**who will ensure these are made available on the Council’s website.**

**The above officer is also responsible for issuing reports on a quarterly basis on those policies “screened out for EQIA”. This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.**

## Appendix 2 Rural Needs Impact Assessment (RNIA)

### SECTION 1

#### Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority: Armagh City, Banbridge & Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

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1C Please indicate which category the activity specified in Section 1B above relates to:

- |                             |                          |
|-----------------------------|--------------------------|
| Developing a                | <b>Policy</b>            |
| Adopting a                  | <i>Choose an item.</i>   |
| Implementing a              | <i>Choose an item.</i>   |
| Revising a                  | <i>Choose an item.</i>   |
| Designing a Public Service  | <input type="checkbox"/> |
| Delivering a Public Service | <input type="checkbox"/> |

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

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1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

Armagh County Museum/F.E. McWilliam Gallery & Studio and Armagh City, Banbridge and Craigavon Borough Council, aim to welcome all members of society into the Museum. In line with Section 75 of the Northern Ireland Act 1998, we will have due regard to the need to promote equality of opportunity between:

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- Between men and women generally
- Between persons with a disability and persons without
- Between persons with dependants and persons without

In support of this aim, this Access Policy sets out our criteria for providing access to the Museum's collections.

**1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?**

- Population Settlements of less than 5,000 (Default definition)
- Other Definition (Provide details and the rationale below)
- A definition of 'rural' is not applicable

**Details of alternative definition of 'rural' used**

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

This is an access policy that sets out criteria for providing access to the Museums' collections

**SECTION 2**

**Understanding the impact of the Policy, Strategy, Plan or Public Service**

**2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?**

Yes  No  If response is No go to 2E

**2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.**

**2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.**

**2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.**

- Rural Businesses
- Rural Tourism
- Rural Housing
- Jobs or Employment in Rural Areas
- Education or Training in Rural Areas
- Broadband or Mobile Communications in Rural Areas
- Transport Services or Infrastructure in Rural Areas
- Health or Social Care Services in Rural Areas
- Poverty in Rural Areas
- Deprivation in Rural Areas
- Rural Crime or Community Safety
- Rural Development
- Agri-Environment
- Other (Please state)

**If the response to Section 2A was YES GO TO Section 3A.**

**2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.**

This is an access policy that sets out criteria for providing access to the Museums' collections

**SECTION 3****Identifying the Social and Economic Needs of Persons in Rural Areas**

**3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?**

Yes  No  If response is No go to 3E

**3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.**

- |  |                          |
|--|--------------------------|
| Consultation with Rural Stakeholders   | <input type="checkbox"/> |
| Consultation with Other organisations  | <input type="checkbox"/> |
| Published Statistics   | <input type="checkbox"/> |
| Research Papers  | <input type="checkbox"/> |
| Surveys or Questionnaires  | <input type="checkbox"/> |
| Other Publications   | <input type="checkbox"/> |
| Other Methods or Information Sources<br>(include details in Question 3C below) | <input type="checkbox"/> |

**3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.**

**3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?**

**If the response to Section 3A was YES GO TO Section 4A.**

**3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?**

This is an access policy that sets out criteria for providing access to the Museums' collections. However, this policy takes into account financial access which includes the provision of free admission to the Museum, in addition to activities, events, publications and commercial facilities to suit a range of incomes.



**SECTION 4**

**Considering the Social and Economic Needs of Persons in Rural Areas**

**4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.**

n/a

**SECTION 5**

**Influencing the Policy, Strategy, Plan or Public Service**

**5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?**

Yes

No

If response is No go to 5C

**5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.**

**If the response to Section 5A was YES go to 6A.**

**5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.**

This is an access policy that sets out criteria for providing access to the Museums' collections. However, this policy takes into account financial access which includes the provision of free admission to the Museum, in addition to activities, events, publications and commercial facilities to suit a range of incomes.

**SECTION 6**

**Documenting and Recording**

**6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.**

I confirm that the RNIA Template will be retained, and relevant information compiled.

Rural Needs Impact Assessment undertaken by:

Position:

Department / Directorate:

Signature:

Date: 20/09/2023

Rural Needs Impact Assessment approved by:

Position:

Department / Directorate:

Signature:

Date: *Click or tap to enter a date.*