

## Dorset Museum EDI Action Plan 2023-2026

Commitment	Area	Objective	Action	Who?	Timeframe	Success indicators	Cost implication
EDI is embedded and integrated into all parts of Dorset Museum	Workforce, leadership & governance	Create core EDI framework for Dorset Museum	Create and implement Dorset Museum Equality, Diversity and Inclusion policy	Director/WMP EDI reps	By January 2024	Policy is approved by DNHAS Board. Better staff awareness and more staff involved in decision making around EDI	Core staff time
			Create and disseminate Dorset Museum EDI statement	Director/WMP EDI reps	By March 2024	EDI statement is published on website.	Core staff time
			Develop EDI 'code of conduct' for Dorset Museum staff, trustees and volunteers.	Director/WMP EDI reps	By March 2024	Code of conduct is developed with staff and trustee consultation. Code of conduct is published internally and on Dorset Museum website.	Core staff time
		Ensure avenues for EDI to be an integral part of higher level decision making process	Regularly review and monitor Dorset Museum's EDI Action Plan.	Director/Diversity Champion/EDI reps	Ongoing	Action Plan is reported on and monitored at all full Board meetings and staff meetings.	Core staff time
	Diversity Champions are available to consult with staff and volunteers on key EDI matters through EDI reps.		Diversity Champion/EDI reps	Ongoing	Diversity Champions attend WMP Diversity Working Group at least twice a year. Diversity Champions attend at least one Inclusion Consultative group meeting per year.	Core staff time	
	All those working for Dorset Museum understand their commitment to EDI	A commitment to EDI included on all Trustee, staff and volunteer role profiles	Director	Ongoing	All existing and new role profiles contain line regarding commitment to EDI	Core staff time	

Commitment	Area	Objective	Action	Who	Timeframe	Success indicators	Cost implication
Dorset Museum reflects the diversity of the community	Workforce, leadership & governance	Develop a better understanding of Trustee and workforce diversity and how this corresponds with local population	Ensure data relating to staff, Trustees and volunteers is collected regularly and analysed through Wessex Museum partnership surveys	Director/EDI rep	Ongoing	Data submitted to Wessex Museums Partnership at the end of August once a year	Core staff time
			Review results of data collection at Board level and respond with amendments to EDI action plan as appropriate	Director/DNHAS Board/Diversity Champion	Ongoing	Results of data reviewed once a year at DNHAS Board meeting and Action Plan amended where relevant	Core staff time
		Achieve greater diversity on our board	EDI statement to be included on Trustee application packs	Director/DNHAS Chair/Diversity Champion	Ongoing	Achieved for most recent recruitment	Core staff time
			Dorset Museum Board to create board advisory roles for underserved audience groups and to ensure that underserved audiences and community voices are listened to and responded to by the board	DNHAS Chair/Director/Diversity Champion	By December 2024	Advisory role profile created by December 2024	This may require some additional funding; for example brokering of suitable advisors and payment of advisory involvement fees
		Achieve greater diversity on our workforce through review of recruitment practices	EDI statement included on all job application packs	Director	Ongoing		Core staff time
			Consider offering alternative formats of application packs for disabled applicants	Director/EDI rep	By January 2024	Alternative formats identified and implemented with Inclusion group support	Potential cost implication of producing in different formats
			Review interview format for recruitment	Director/EDI rep	By January 2024	Interview formats meet best practice standards. Dorset Museum staff are confident to deal with adjustments requested by candidates.	Core staff time
		Achieve greater diversity in our volunteer cohorts	EDI statement included on all volunteer application packs and role profiles	Director/EDI rep	By February 2024	All existing volunteer roles are amended.	Core staff time

## Dorset Museum EDI Action Plan 2023-2026

			Continue to review volunteer opportunities for those who face barriers to volunteering including young people	Director/EDI rep	Ongoing	At least one volunteer placement per year that seeks to address barriers to volunteering.	This is likely to require funding; eg payment of travel costs, payment of expenses for the volunteer
	<b>Audiences</b>	Our audiences correspond to the diversity of the local population	Implementation of new Visitor Survey 'Illuminate' and new Impact and Insight toolkit	Director of Collections and Public Engagement	By June 2023	All staff and volunteers are aware of the new survey and how data is collected, and targets.	Core staff time
			Continue to collect and analyse audience data through visitor surveys	Director of Collections and Public Engagement	Ongoing	Internal survey target to be set dependant on requirements of survey provider	Core staff time
			Continue to identify target and priority audiences as part of our audience development planning	Director/Director of Collections and Public Engagement	Ongoing	Target and priority audiences identified in Audience Development Plan	Core staff time
	Alleviate barriers to visiting the Museum (economic, access etc)	Economic: Delivery of free after hours evenings and 3 x free day per year, and special offers for target audiences (eg Young People go Free)	Director/Director of Collections and Public Engagement	Ongoing	Postcode data shows free openings are reaching groups of lower socio-economic status	Cost implications of free entry days and evenings to be assessed and reviewed over course of plan  AECD grant for 'Stepping up activities in Community Space' covers staff time for delivering free activities.	
		Free events and exhibitions in community space					
		Continue to identify access improvements in Museum building and seek funding where required	Director/Director of Collections and Public Engagement	Ongoing	Funding is acquired to enable improvements to take place.	Cost implication to be acquired through funded projects	
		Continue to offer accessible programming as outlined in Forward Plan	Director/Director of Collections and Public Engagement	Ongoing	80 people attending accessible events per year. Event surveys demonstrate satisfaction with events.	Some of these events to be subsidised ideally through funded projects	
			Increase visibility and recognition of our accessibility arrangements and resources to support visits – eg printed accessibility guide, newsletters to relevant organisations, award applications and success etc	Director of Collections and Public Engagement/Marketing Officer	Ongoing	Percentage of audience with disability increases (measured through visitor surveys)  Shortlisted for Dorset Tourism Awards/South West Tourism awards in Accessible and Inclusive Tourism award category each year	Printed accessibility guide has a small cost implication  Core staff time
			Present more opportunities for people to experience the Museum remotely – eg social media stories, filmed and live-streamed events	Marketing Officer	Ongoing	Lectures uploaded to youtube by March 2024 where appropriate.  1 x interviews/film relating to our Collection Discovery Centre project uploaded per month	This would be difficult to achieve with current staffing resources and may need additional funding.
			Reflect diversity of our audiences, their experiences and their stories, through our marketing channels	Marketing Officer	Ongoing	2 x social media stories per month	Core staff time

Commitment	Area	Objective	Action	Who?	Timeframes?	Success indicators	Cost implication
<b>Represent and amplify the stories and</b>	<b>Communities</b>	Deliver co-curation/co-production	Complete the delivery of the Sensing the Past	Learning and Community	By June 2023	All participants complete the project All participants report satisfaction with the project through feedback	Costs covered – funded project through Wessex Museum Partnership Connecting with Communities Fund

## Dorset Museum EDI Action Plan 2023-2026

voices of marginalised groups through our programming and collections	projects and programmes	project, in partnership with Dorset Blind Association	Engagement coordinator				
		Complete the delivery of the Dorset Museum 'Quilt' project	Learning and Community Engagement coordinator	Project delivered by summer 2023. Community Space exhibition March-June 2024	All participants report satisfaction with the project through feedback	Core staff time	
		Develop and deliver the 'Meeting Elisabeth Frink' project	Learning and Community Engagement coordinator	Workshops delivered by October 2023. Community Space exhibition January 2024.	All participants report satisfaction with the project through feedback At least 2 participants become volunteers for the Elisabeth Frink exhibition	Costs covered through Wessex Museums Partnership Connecting with Communities Fund	
		Deliver the 'Wessex in 100 objects' project	Learning and Community Engagement coordinator/Collections Manager	Workshops delivered by October 2023. Showcase display by March 2024	All participants report satisfaction with the project through feedback	Core staff time	
		Scope and develop community engagement elements/projects/target audiences for 'The World of Mary Anning' exhibition	Director of Collections and Public Engagement/ Learning and Community Engagement coordinator/	Project plan developed by September 2023	Project plan completed Funding acquired	Funding required – to be identified and applied for	
		We are Wessex Folk exhibition – community elements are delivered	Director of Collections and Public Engagement/ Learning and Community Engagement coordinator	By 2024	Participants and project identified	Core staff time/additional funding to be acquired through WMP funding schemes	
			Identify potential projects for the future through partnership work with community organisations	Head of Learning/Learning and Community Outreach coordinator	Ongoing	Projects scoped and funding identified	Cost implication – funding to be identified
			Identify opportunities to reflect and represent diverse experiences and stories within our Special Exhibitions programme	Director of Collections and Public Engagement/Exhibition Manager	Ongoing	1 x special exhibition per year that relates to an underserved audience	Cost implication as part of general exhibition programme
	Collections	Ensure that the Museum's collections represent the demographics of the community	Identify existing objects in the collection that represent diverse communities or underrepresented stories (potential volunteer/student led project)	Director of Collections and Public Engagement/Collections Manager	Ongoing	12 objects identified and added to our collections showcase on our website.	Core staff time
			Prioritise the stories of diverse communities who	Director of Collections and	Ongoing	'Hidden Histories' project scoped and funding sources identified	Core staff time/additional funding through Wessex Museum Partnership channels

## Dorset Museum EDI Action Plan 2023-2026

			have been previously excluded or neglected in our collecting, and develop our historic collection to recognise their experiences where possible (potential volunteer/student led project)	Public Engagement/Collections Manager			
			Tell the stories of underrepresented communities in our Collections Discovery Centre Showcase	Director of Collections and Public Engagement/Collections Manager	First showcase display (John Brown) – October 2023 1 x showcase display per year, on going	2023 project completed on time. Future projects scoped and resourced.	£1500 funding to develop John Brown display acquired through WMP
<b>Collections</b>	Decolonising collections and interpretation		Identify opportunities to make visible/use legacies research collected in the first stage of the Museum's decolonisation pilot project	Director of Collections and Public Engagement/Collections Manager	By April 2024	Research is published either online, in the DNHAS magazine or in the Proceedings.	Core staff time
			Undertake training/knowledge exchange opportunities on decolonisation of collections and interpretation.	Director of Collections and Public Engagement/Collections Manager	By September 2023	2 members of staff attend training and disseminate to the rest of the staff team	Access to Museums Association decolonisation essentials training – funded via Wessex Museums Partnership
			Identify interpretation/learning project relating the loan of the John Gordon memorial from St Peters Church	Director of Collections and Public Engagement/Collections Manager	By June 2024	Project scoped, partners identified, funding and resources identified.	Funded project
			Carry out pilot decolonisation project focusing on the story of John Brown	Director of Collections and Public Engagement/Collections Manager	By September 2023	Researcher recruited, showcase display completed on time, visitor feedback positive.	See above - £1500 funding to develop John Brown display acquired through WMP

Commitment	Area	Objective	Action	Who	Timeframe	Success indicators	Cost implication
<b>Involve communities in our decision-making and programmes, particularly those from underserved groups.</b>	<b>Communities</b>	Facilitate/create opportunities for communities to comment on our programmes	Re-establish Dorset Museum Inclusion Consultative Group	Head of Learning/Learning and Community Outreach coordinator	By April 2023	Regular meetings held at feedback goes to staff meetings/DNHAS Board.	Funded through AECD grant 2023-2024
			Carry out focus group sessions with non-visitors	Head of Learning/Learning and Community Outreach coordinator	By April 2024	Focus groups held and results feed into Audience Development Plan.	Funded through AECD grant 2023-2024
		Strengthen and develop partnerships with organisations who work with under-	Map & extend contacts and relationships with underserved audience groups (e.g. multi-cultural,	Director of Collections and Public Engagement/ Head of	Ongoing	Dorset Museum is in touch with key groups across Dorset	Core staff time

## Dorset Museum EDI Action Plan 2023-2026

		represented groups	LGBTQ+) and organisations	Learning/Learning and Community Outreach coordinator			
			Build 3 x new relationships per year with partnership organisations representing underserved audiences	Head of Learning/Learning and Community Outreach coordinator	Ongoing	Partnership organisations attend Inclusion Consultative group or are part of the groups network	Core staff time
	<b>Workforce, leadership &amp; governance</b>	Trustees and staff respond to feedback from Inclusion Consultative Group and community partners	Feedback from Inclusion Consultative Group is fed back to board and staff meetings to inform decision making	Director/Diversity Champion	Ongoing	Representative from Inclusion Group attends 1 x Board meeting per year	Core staff time

Commitment	Area	Objective	Action	Who	Timeframes	Success indicators	Cost implication
<b>Educate ourselves and our colleagues on EDI, anti racism and what it means to be an effective and active ally.</b>	<b>Allyship</b>	Support colleagues to educate themselves on becoming effective and active allies by signposting to resources.	EDI Bitesize Video training are disseminated to staff, trustees and volunteers and workforce has the opportunity to undertake other training offered by Wessex Museums	Director	Bitesize videos disseminated to staff, Trustees and volunteers April 2023		Core staff time
			Facilitate opportunities for staff and volunteers to attend training and signpost to resources, particularly those offered via Wessex Museums Partnership	Director	Ongoing	2 x training courses attended by staff per year	Funded via core budget or through Wessex Museums
			Disseminate WMP terminology guidelines to Dorset Museum staff.	Director	When terminology guidelines completed	Terminology guidelines are disseminated	Core staff time
		Ensure that examples of EDI project work carried out by Museum staff is disseminated and celebrated to staff	Director/EDI rep	Ongoing	At least 2 x presentations at staff meetings per year	Core staff time	
		Ensure that examples of EDI project work carried out by Museum are disseminated to trustees, staff and volunteers	Director/EDI rep	Ongoing	2 x presentations/reports at staff or DNHAS Board meetings per year	Core staff time	

**Dorset Museum EDI Action Plan 2023-2026**

		Increase the visibility of Dorset Museum's EDI work and increase reputation for this work	Dorset Museum staff speak at local events, sector training and conferences	Director/EDI rep	Ongoing	2 x events attended per year	Core staff time/budget
--	--	---	--	------------------	---------	------------------------------	------------------------