

PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title	
Title: Rotherham Archives and Local Studies Collections Management Policy	
Directorate: Regeneration and Environment	Service area: Culture, Sport and Tourism
Lead person: Leanne Buchan, Head of Creative Programming & Engagement	Contact: Leanne Buchan Leanne.Buchan@Rotherham.gov.uk
Is this a:	
<input type="checkbox"/> Strategy / Policy	<input checked="" type="checkbox"/> Service / Function
<input type="checkbox"/> Other	
If other, please specify	

2. Please provide a brief description of what you are screening
Rotherham Museums, Arts & Heritage service is updating its Rotherham Archives and Local Studies Collections Management Policy in line with guidance from The National Archives Council England which recommends that the policy is reviewed every three to five years.

The policy outlines the approach taken by the service in relation to:

- the appropriate care and conservation of archive collections
- the appropriate documentation and categorisation of collections and records management
- an approach to access (physical and intellectual, onsite, remote and through wider engagement) to the collections under its care
- an approach to the development of future collections including acquisitions and disposals of objects within the collection

The policy is underpinned by ethical and legal guidelines provided by industry bodies including The National Archives.

3. Relevance to equality and diversity

All the Council’s strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
<p>Could the proposal have implications regarding the accessibility of services to the whole or wider community?</p> <p>The Rotherham Museums, Arts & Heritage service has a responsibility to ensure that the archive and local studies collection is both representative of and accessible to all of Rotherham’s communities. This includes ensuring the collections in its care meet the current Collections Development strategy set out in the Collections Management Policy.</p> <p>The policy also includes the creation of a ‘Community Story Board’ who will work alongside the Rotherham Museums, Arts & Heritage Service and draw on a wide range of lived experience and cultures from across the borough to inform future collections development.</p>	X	
<p>Could the proposal affect service users?</p> <p>The proposed Archives Collections Management Policy has the potential to positively affect a range of communities through opening up conversations about representation of stories and communities within the collection and making our collections more accessible to a more diverse range of audiences e.g., care home residents, school children.</p>	X	

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<p>Has there been or is there likely to be an impact on an individual or group with protected characteristics?</p> <p>The service recognises that its policies have not always been as inclusive and representative of the most diverse range of communities in Rotherham and sees this policy as an important step towards addressing this.</p>	X	
<p>Have there been or likely to be any public concerns regarding the proposal?</p> <p>The proposal is a positive step forward in enabling the Museums, Arts & Heritage service to build a deeper connection with the communities that it serves.</p>		X
<p>Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?</p> <p>The policy does not affect commissioning of services. It does relate to acquisitions and disposal of collections but these are often related to donations. Where the service may in the future be able to fundraise for new acquisitions these would utilise the Council's existing FPPR regulations.</p>		X
<p>Could the proposal affect the Council's workforce or employment practices?</p> <p>The policy details the appropriate levels of PPE related to the safe handling of collections and conservation practices.</p>	X	
<p>If you have answered no to all the questions above, please explain the reason</p>		
<p>N/A</p>		

If you have answered **no** to all the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).	
<ul style="list-style-type: none"> • How have you considered equality and diversity? Set out in Part B	
<ul style="list-style-type: none"> • Key findings Set out in Part B	
<ul style="list-style-type: none"> • Actions Set out in Part B	
Date to scope and plan your Equality Analysis:	10.11.24
Date to complete your Equality Analysis:	14.10.24
Lead person for your Equality Analysis (Include name and job title):	Lisa Howarth Museums, Arts and Heritage Manager

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Lisa Howarth	Museums, Arts and Heritage Manager	14.10.24
Leanne Buchan	Head of Creative Programming & Engagement	14.10.24
Polly Hamilton	Assistant Director for Culture, Sport & Tourism	03.12.24

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Appendix 2a

Date screening completed	11.11.24
Report title and date	November 2024
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet Decision
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	03.12.24