

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 Museums, Arts and Heritage Collection Disposal	
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 checked="" type="checkbox"/> Strategy / Policy	<input 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 and Heritage service requests permission to rationalise and ethically dispose of identified objects currently in its care. Collections disposal is an important part of the collection management process to ensure museums meet their responsibility to future generations, by caring for collections which represent Rotherham’s communities. The service has pressures on collection

storage and needs to ensure it is able to care for 76,000 objects within the collection and implement the Collections Management Policy which was approved by Cabinet in 2022.

The permission will include the disposal of:

- Accessioned objects that do not meet the Collections Management Development Policy are unprovenanced, a duplicate or damaged beyond repair.
- Unidentified objects that cannot be reconciled as accessioned objects following a period of extensive research.
- Historic entry objects that came into the museum as potential acquisitions but do not meet the Collections Management Development Policy.

This practice is underpinned by ethical and legal guidelines provided by industry bodies including Museums Association and Arts Council England.

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 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 disposal 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	

<p>The proposed disposal could affect those who offered objects for the collection. If the service is not the legal owner of the object, every attempt will be made to trace the original owner. If this is not possible other methods of disposal considered including transfer to another accredited museum, transfer to an institution in the public domain or recycling the object.</p>		
<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 it's polices have not always been as inclusive and representative of the most diverse range of communities in Rotherham and sees this practice as an important step towards addressing this. By rationalising collections that do not have a Rotherham provenanced or are inaccessible due to their condition, the service will be able to make more space available to actively collect collections that are much more inclusive.</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 disposal process 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 disposal process is properly risk assessment and 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).

- **How have you considered equality and diversity?**

The rationalisation and disposal process of the collection is part of the service mission to ensure the collections it cares for are inclusive and representative of the communities it serves. All objects in the collection must meet the current collecting priorities and will be primarily of provenanced material made, used or associated with people, places or activities within Rotherham Metropolitan Borough. The objects and items identified for disposal do not currently meet this requirement or are damaged beyond repair so are not accessible.

The disposal process will enable the service to implement the Collections Management Policy approved by Cabinet in January 2023. It will ensure staff are able to care for the collections that meet the collecting policy and make space for new acquisitions that are much more inclusive and representative of the communities of Rotherham.

- **Key findings**

The Museums, Arts & Heritage service has undertaken extensive service transformation over the last three years which has included a number of R&D and pilot programme with targeted groups to better understand their current levels of participation and engagement, representation within the collection and exhibitions, and barriers that prevent greater levels of engagement.

The Collections Management Policy was approved by Cabinet in January 2023 and an Equality Action plan was created to improve equalities across the service, collection and museum venues. As the disposal process is an implementation of the Collections Management Policy the same findings and actions in the Equality Action Plan are relevant. Some have already been completed but any partial completion or not yet completed, will be added to this assessment.

- **Actions**

- Invest in anti-racism training and development for staff from all areas of the service including front of house, collections, learning and management
- Develop a communications plan that is fully accessible to people from protected characteristics

<ul style="list-style-type: none"> Review cataloguing of collections on a project-by-project basis to ensure that appropriate method and language is used to interpret collections e.g., Global Majority instead of BAME, ensuring inclusion of Q+ communities for LGBT objects Museums Arts & Heritage will form a Community Story Board, which will act as a 'critical friend' drawing its membership for a diverse and dynamic network of communities to inform exhibitions, collections and polices as appropriate. 	
Date to scope and plan your Equality Analysis:	20.01.25
Date to complete your Equality Analysis:	01.02.25
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	01.02.25
Leanne Buchan	Head of Creative Programming & Engagement	03.02.25
Polly Hamilton	Assistant Director for Culture, Sport & Tourism	

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.

Date screening completed	
Report title and date	Rotherham Museums, Arts and Heritage Collection Disposal

	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	Delegated Officer Decision
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	03.02.2025