

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: York and Lancaster Regimental Museum Collections Management Policy

Directorate: Regeneration & Environment

Service area: Creative Programming & Engagement; Culture, Sport & Tourism

Lead person: Lisa Howarth, Museums, Arts and Heritage Manager

Contact number: 01709 289882

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify:

2. Please provide a brief description of what you are screening

The Collections Management Policy for the York and Lancaster Regimental Museum is due to be updated in May 2026. The Policy forms part of the key evidence base which enables the service to achieve Museums Accreditation from Arts Council England. The service recently achieved a Museum Accreditation renewal in December 2025, and the updated Collections Management Policy was a required area for development.

It is recommended that:

1. The Service Director, Culture, Sport and Tourism approves the revised Collections Management Policy 2026-2029.

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
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		X
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	X	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>	X	
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		X
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		X
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		X

If you have answered no to all the questions above, please explain the reason

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?**

Rotherham Museums, Arts and Heritage is working to ensure engagement representative of the communities across Rotherham. This policy sets out how the service will ensure the objects in its care are well looked after so that they will be preserved and accessible for future generations. The policy also identifies areas for collections development to ensure the collection continues to be an asset for the history of the York and Lancaster Regiment.

- **Key findings**

The Museums, Arts & Heritage service has undertaken extensive service transformation over the last five 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 service has previously completed EIAs for earlier reports, and this forms the foundation for how the service approaches equality, diversity and inclusion. The EIAs also set out the demographic information for Rotherham and any equality information that is available. The EIA attached at Appendix 1 builds on this existing work, and any equality specific actions identified from the Collection Management Policy will be incorporated into the previous equalities analysis action plan.

As part of submission to Museum Accreditation, the service has an Access Statement and Equality, Diversity and Inclusion action plan 2023-26 which sets out actions from the service from previous equality assessments and wider service actions. The Access Statement can be accessed [here](#).

Actions

- 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 LGBTQ+ communities for LGBT objects - Programme led targeted access to collections including store visits and object facilitation workshops.	
Date to scope and plan your Equality Analysis:	24.04.26
Date to complete your Equality Analysis:	26.04.26
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
Leanne Buchan	Head of Creative Programming & Engagement	
Polly Hamilton	Service Director, Culture Sport and Tourism	03.07.26

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	27/04/26
Report title and date	York and Lancaster Regimental Museum Collections Management Policy
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	May 2026

Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	28/04/26
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