

PART B – Equality Analysis Form

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.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics 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. – see page 11 of Equality Screening and Analysis Guidance.

| 1. Title | |
|--|---|
| Equality Analysis title: Museums, Arts & Heritage Collections Management Policy | |
| Date of Equality Analysis (EA): 2 nd December 2022 | |
| Directorate: Regeneration & Environment | Service area: Culture, Sport & Tourism |
| Lead Manager: Leanne Buchan, Head of Creative Programming & Engagement Lisa Howarth, Museums, Arts & Heritage Manager | Contact number: 01709 822056 01709 289882 |
| Is this a: | |
| <input checked="" type="checkbox"/> Strategy / Policy | <input type="checkbox"/> Service / Function <input type="checkbox"/> Other |
| If other, please specify | |

| 2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance | | |
|---|--|--|
| Name | Organisation | Role (eg service user, managers, service specialist) |
| Leanne Buchan | RMBC – Creative Programming & Engagement | Head of Creative Programming & Engagement |
| Lisa Howarth | RMBC – Museums, Arts & Heritage | Museums, Arts & Heritage Manager |
| Chris Evans | RMBC – Museums, Arts & Heritage | Learning & Audience Development Manager |
| Tessa Chynoweth | RMBC – Museums, Arts & Heritage | Collections & Exhibitions Manager |

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

Rotherham Museums, Arts & Heritage service manages Clifton Park Museum and Boston Castle, as well as five heritage sites across the borough including: Keppel’s Column, Catcliffe Glass Cone, Rockingham Waterloo Kiln, Payne Mausoleum and Walker Mausoleum. It also manages Rotherham Archives and Local Studies and is the caretaker of the Rotherham York & Lancaster Regimental Collection on behalf of the sole trustee, Rotherham Metropolitan Borough Council.

Up until recently the service had been traditional in its programming with the voice of the service taking precedence across static exhibitions. Over the last two years as part of its recovery from COVID-19 and drive to engage a wider audience demographic the team has embarked on a programme of change, reimagining its galleries to create seven temporary exhibition spaces, two community engagement rooms and a test space for community ideas to evolve. Working towards creating an inclusive, generous and shared ownership of the museum and collection the service will seek to empower a range of communities to influence its future programming through a series of experimental projects.

The service has a mission to: “spark imagination, curiosity and roots through the celebration of *Rotherham’s people, stories, spaces and collections*’. This mission underpinned by five values: generosity, quality, inclusivity, wonder and resilience.

This mission supports the care of a collection of more than 76,000 objects that have been collected since 1893 when the museum was first established. Formed under the close supervision of the V&A the collection included treasures from our illustrious history, from the pottery that graced the tables of Buckingham Palace’s finest banquets to the tools from the coal face of industry and the stories of ordinary working life across the borough. In 2011 following the merger of the ‘Museums, Galleries and Heritage’ and ‘Archives and Local Studies’ the service became ‘Heritage Services’ and in 2019 with a renewed focus on the museums, collections and public spaces in its care, the service became Rotherham Museums, Arts & Heritage.

In order to enable the collection to be shared and enjoyed by museum audiences across the borough and beyond and secure additional funding for exhibitions and events, Clifton Park Museum must retain Museums Accreditation from Arts Council England for its Clifton Park Museum site.

In light of the new vision, mission and values and the journey of transformation over recent years, the service is revising its Collections Policy which will form part of the criteria for accreditation. The revised Collections Policy will incorporate the new vision, mission and values alongside placing a greater emphasis on community voice and influence in developing future collections.

Whilst the museum and collections will always be open and accessible to all communities across the borough, as part of its work to secure National Portfolio Organisation status (three-year funding from Arts Council England) the service has identified three key audiences with which to form deeper connections with both the museum and collections:

- **Global Majority Communities:** Through recent projects and initiatives such as the World Cultures programme and support for local artists of South Asian heritage the service has been able to grow its global majority audience from 11% in 2021 to 19% in 2022. Data gathered as part of the annual Audience Finder programme shows that the main global majority audiences currently engaging with the museum are Asian/Asian British which reflects the Pakistani demographic within walking distance of the museum. There is also an increased engagement from the Black community growing from 1% in 2021 to 3% in 2022. The data available at present for 2022 is not a full year's worth of data and therefore it is predicted that the museum may grow this audience further by the end of the year
- **Children and Young People:** The Audience Finder data shows that visitors to the museum who are under 16 grew from 45% in 2021 to 59% in 2022 as a result of initiatives such as the National Lottery Heritage Funded Young Roots Programme and the reintroduction of Nelson's Cub Club for young families. In addition to the visitors surveyed as part of Audience Finder the museum also hosts 24 school visits each year connecting local school children to their heritage through collections and exhibitions. In 2021/22 the service also invested in co-production with children and young people hosting nine young people aged 16-25 as part of the Kickstart programme. Working alongside the Children's Capital of Culture team in 2022 the service also worked with a team of three Young Producers to co-create an exhibition for the launch of the Children's Capital of Culture initiative.
- **Intergenerational families:** Linked to the drive to become more family-friendly and provide opportunities for children and young people as part of a family group, the Museums, Arts & Heritage service also has a focus on older people aged 55+ and the role they play within the family. This groups accounts for roughly 31% of the museum visitors currently, with further engagement through outreach and community engagement programmes.
- **Museums, Arts & Heritage staff:** The team is relatively small and has limited representation of global majority or young people's perspectives. The team recognises that the lived experience will be limited due to its current demographic and therefore staff have actively sought to bring wider experience and perspectives through partnerships with Flux Rotherham, BME Carers and other strategic partners. While the staff team is lacking in representation, it does have a good

balance of representation from geographical communities across Rotherham and a greater representation of women. The service has worked with its core staff team to fully embed them in the development of the vision, mission and values and embed ideas, lived experience and creativity into the future direction of the service.

In order for active participation to be sustainable, Rotherham’s communities need to see themselves as part of Rotherham’s story, to value their own voice within that story and develop a shared pride and identity. This programme will empower families to reclaim their story and document it through active collecting, creating memories and identities that are intertwined with the collections, stories and spaces.

Through its collections, spaces and stories the service has a unique role bringing communities together, sharing the customs and traditions and celebrating difference and commonality. It also has an important role in addressing prejudices, mistrust and exclusion through interpretation of collections and the opportunities it convenes for shared experience.

The Collections Management Policy governs the future development of the collection and how it is shared within Clifton Park Museum. The aim of the policy is to ensure appropriate care for objects whilst crucially providing equal access and opportunities to engagement with those objects.

What equality information is available? (Include any engagement undertaken)

Clifton Park Museum undertakes an Audience Finder Visitor Service annually through the Audience Agency. The survey uses standardised methodologies to enable the service to benchmark against previous year data and national and regional census data. The survey is collected using a systematic sample size and is undertaken for a full financial year. The data can be viewed throughout the year, to enable to service to build up an understanding of visitors throughout the year. This data is for visitors to Clifton Park Museum only and does not include targeted outreach and engagement with community groups or school visits. The data for 2022/23 is not a full year of data, as the year runs from April through to March, but is useful in providing an important snapshot into the current changing visitor profile of the Museum.

The Audience Finder data does not include the age breakdown of children, so this data is collected manually at the entrance. Data was not collected in this format during 2021/22 due to Covid measures still being in place. Table 1 shows the data on age profile of visitors so far this financial year:

| Table 1: Audience Age Groups (From April 2022) | |
|--|-----|
| 0-5 | 17% |
| 6-18 | 25% |
| 18-49 | 47% |
| 55 or older | 11% |

Children under 5 years and adults over the age of 55+ are target audiences for the service. Through ongoing engagement through its Nelson’s Cub Club programme and intergenerational family learning offer, these audiences are starting to grow.

Table 2 is taken from the Audience Finder survey and shows a sharp increase this year of female visitors. This could be due to the temporary exhibition ‘Grass Roots to Glory – Our Story so Far’ which celebrated the untold story of women’s football in Rotherham.

| Table 2: Gender | | |
|-----------------|---------|---------|
| | 2022/23 | 2021/22 |
| Female | 77% | 33% |
| Male | 23% | 67% |
| Other | 0% | 0% |

Table 3 shows that the service has seen an increase over the last year of Global Majority audiences. This is due to the ongoing targeted engagement with Global Majority communities and individuals to empower them to share their stories and collections with us. This ongoing engagement is continuing through the development of the Early Years Programme in which anti-racism practices are being embedded as the service co-creates the programme with Global Majority families and recruits artists who reflect the diversity of the families it works with.

| Table 3: Ethnicity | | |
|-----------------------------------|---------|---------|
| | 2022/23 | 2021/22 |
| Asian or Asian British | 11% | 5% |
| Black or Black British | 3% | 1% |
| Mixed: Multiple Ethnic background | 0% | 3% |
| White | 81% | 90% |
| Other | 6% | 1% |

The Global Majority population of Rotherham more than doubled between 2001 and 2011, increasing from 10,080 to 20,842. 8% of the population belonged to ethnic groups other than White British in 2011 (6% were from non-white groups), well below the English average of 20%. The white minority ethnic population (almost all European) was 2,368 in 2001, rising by 82% to 4,320 in 2011.

Table 4 shows the slight increase in visitors who consider themselves to be disabled or a long-term health condition. The service has undertaken an access audit for Clifton Park Museum to understand and mitigate some of the access challenges faced by some audiences. This work is ongoing and will also see the introduction of a Changing Places facility at Clifton Park Museum in 2023.

| Table 4: Identify as D/deaf, disabled or living with a long-term health condition | | |
|---|---------|---------|
| | 2022/23 | 2021/22 |
| Yes | 7% | 6% |
| No | 93% | 94% |

Over the last three years the service has undertaken externally funded engagement programmes with targeted audiences and community partners. These projects have helped the service to understand specific audience needs and test out targeted and co-produced approaches. As a result of the in-depth evaluation of these projects, the service has a much greater understanding of how to engage with its three key target audiences, building on established relationships and widening reach.

- Global Majority Communities - The Esmee Fairbairn Funded ‘Our World: Discover Objects, Explore Stories and Make Connections’ project used Rotherham Museum, Arts and Heritage Service’s World Cultures collection to diversify audiences; improve understanding of different cultures and traditions; and develop a greater sense of belonging amongst local communities in Rotherham. Through the project, community gallery spaces were created to celebrate local stories and bring more diverse voices into the museum. The project highlighted the need to strengthen the relationships of community partners, groups and individuals to create new opportunities for engagement in the future. It also highlighted the need to open dialogue with communities around collections to develop further understanding of community attitudes towards active collecting.
- Children and Young People - The National Lottery Heritage Fund Young Roots ‘Place Makers, Future Shapers’ project centred on connecting young people in Rotherham with heritage, in particular, developing the relationship between Clifton Park Museum and young people aged 15-25. Through co-producing with the young people, this project highlighted the role the museum can play in raising aspirations, developing creative skills and connecting them to their community. It also showed how important it was to create opportunity for young people to be actively involved in the Museum through placements, volunteering and Young Producer roles.
- Museums, Arts & Heritage staff - The Arts Council England Funded ‘Revealed Roots, Concealed Connections’ experimented with innovative ways of working collaboratively across the museum to reimagine relationships between staff and catalyse new connections with local communities. Working with artist Pippa Hale, three members of the Front of House team curated an exhibition from their individual perspective which reached new audiences and forged new relationships. This project targeted working-class communities, adults over the age of 55+ and isolated communities, though personal connections made from the staff team. Through empowering the Museum staff team as storytellers, archivists and curators of their own knowledge, the service was able to authentically reach out to new audiences.

Are there any gaps in the information that you are aware of?

Of the 19% of the Museum’s audience who identify as Global Majority 6% are listed as ‘other’ and the Audience Finder survey does not break this down further. We know that Rotherham has a large Roma/Slovak community, Chinese community and that there is significant diversity within the South Asian community, but this level of detail is not currently reflected in the data that the service holds. Anecdotally it is also felt that some of these groups are not currently museum visitors and are currently only connecting with the service through outreach and learning programmes or not at all.

| | |
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| <p>Representation for core target groups of both Global Majority and Children and Young People, is low within the staff team. The service is working towards addressing these gaps through the commissioning of partners and groups where representation is higher and through forging new partnerships and connections directly with communities. This work is ongoing and more can be done in this area.</p> <p>Whilst Children and Young People are represented in the collection, active collecting (collecting objects from our present) in this area is low and representation of Children and Young People from diverse backgrounds is also low. In 2025 Rotherham will become the world's first Children's Capital of Culture which offers an opportunity to better document and reflect youth and childhood experience in Rotherham today through the collection. Some work on this has already begun through the partnership with Children's Capital of Culture Young Producers in 2021/2022 which saw young people coproduce an exhibition exploring childhood and youth culture as part of the launch of the initiative. Prior to this, work as part of a National Lottery Heritage Funded Young Roots programme also brought youth perspectives to collecting, exhibitions and storytelling. More could be done to build on these projects and ensure that the perspectives, objects and interests of children and young people are appropriately represented within the collections.</p> | |
| <p>What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?</p> <p>In order to ensure the service has a high degree of transparency and accountability, the service is introducing a Community Story Board to enable greater community voice and influence. Following an open and inclusive recruitment process, a Community Story Board will be formed in 2023, democratising our decision making, bringing critical debate and challenge to our leadership.</p> <p>The Community Story Board will be made up of representatives from target communities across Rotherham, to draw on a wide range of lived experiences and cultures across the borough. The group will meet quarterly and will be invited to the collection review panel, led by the Museums, Arts and Heritage Manager and supported by the Collections and Exhibitions team.</p> <p>The Community Story Board will work with the Collections and Exhibitions team to develop the processes of acquisitions to ensure it is inclusive and accessible to everyone.</p> <p>The EIA Action Plan will be integrated with the wider Action Plan for the delivery of the Collections Management Policy. Progress will be monitored via:</p> <ul style="list-style-type: none"> • Quarterly reports to the Creative Programming & Engagement Management Team • Personal Development Reviews with Museums, Arts & Heritage Managers and staff | |
| <p>Engagement undertaken with customers. (date and group(s) consulted and key findings)</p> | <p>Although no engagement with regards to the specific detail of the policy has taken place, its content has been informed through the delivery, evaluation and learning of recent engagement and outreach projects including:</p> |

| | |
|---|---|
| | <ul style="list-style-type: none"> • Esmee Fairbairn Funded ‘Our World: Discover Objects, Explore Stories and Make Connections’ project (2019-2022) • National Lottery Heritage Fund Young Roots ‘Place Makers, Future Shapers’ project (2019-2022) • Arts Council Funded ‘Revealed Roots, Concealed Connections’ project (2020-21) • Arts Council Funded ‘Sparking Wonder, Making Connections’ Project (2022-23) • Arts Council and National Lottery Heritage Fund ‘Dishes of Rotherham’ project (2022-23) <p>Key findings are set out in section 4.</p> |
| <p>Engagement undertaken with staff (date and group(s) consulted and key findings)</p> | <p>All staff from front of house to hospitality, collections and engagement have been consulted in the development of the new vision, mission and values and the subsequent business plan which is underpinned by the policies and protocols of the service.</p> <ul style="list-style-type: none"> • 13th September 2021 – Entire staff team met for a full day of service development. • 28th March 2022 – Entire staff team met for a full day of service development. • 26th September 2022 - Entire staff team met for a half day of reflection and planning. • 2nd December 2022 – Equality Analysis meeting with Museums, Arts and Heritage Management team. <p>Key findings are set out in section 4.</p> |

4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

The policy is to support the management of collections rather than public engagement with and access to collections, however it is important the collection reflects the communities of Rotherham, past, present and future and therefore consideration is given to voice and influence of communities within the policy.

For example, of the 76,000 objects in the collection only 294 form part of its World Cultures collection with very little representation of communities with South-Asian, African,

or Roma/Slovak heritage within the collection. Conversely the museum has seen engagement with global majority audiences grow over recent years from 11% in 2021 to 19% in 2022. Data gathered as part of the annual Audience Finder programme shows that the main global majority audiences currently engaging with the museum are Asian/Asian British which reflects the Pakistani demographic within walking distance of the museum.

Whilst the policy will not be weighted towards any particular community and will aim to support a collection with universal appeal, it is noted that currently the collection does not equally reflect all of our communities and that some targeted work will be undertaken to address this. The following communities are underrepresented within the current collection:

- Global Majority Communities – particularly those of South Asian (specifically Pakistani and Yemeni) origin, African communities and Roma/Slovak communities which are highly represented within the 10% of Global Majority communities resident in Rotherham
- LGBTQ+ Communities – the collection currently has very little representation of these communities or their local history
- Women and Girls – the representation of women and girls within the collection has grown as a result of the recent ‘Grass Roots to Glory’ project and exhibition linked to Women’s Football but it does still remain disproportionate in a collection with a strong focus on industry

Although not all of the above audiences are key target groups for the museum their stories and heritage should still be represented in the collection and through the formation of a ‘Community Story Board’ representatives of these communities will be invited to share their histories and collections and inform future acquisitions for the collection.

Does your Policy/Service present any problems or barriers to communities or Groups?

The greatest challenge for the policy is in ensuring high quality engagement and genuine, authentic voice and influence of communities within the collection. The Equalities Action Plan below details specific actions to support the service in achieving this.

These actions recognise that not all communities have equal access to provision or to the opportunity to participate in activities to develop and influence collections. Many communities face barriers for different reasons such as language or geography. The actions in the Equalities Action Plan aim to remove as many of these barriers to engagement and participation as possible whilst recognising that the Collections Management Policy is only one area of the Museum, Arts & Heritage Service’s work and the service as a whole presents many other opportunities for this kind of engagement.

Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

For the first time the Collections Management Policy will make provision for community voice and influence in shaping the future of the collection, ensuring that the objects that are cared for are fully representative of our communities and tell the whole story of Rotherham’s rich and diverse heritage.

Specific effort will be made through the Collections Management Policy to ensure that all communities have their heritage, culture and identity represented in the collection, addressing gaps in key areas such as Global Majority cultures, LGBTQ+ communities and women and girls.

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

It is hoped that through a more open, transparent and inclusive approach to Collections Management including acquisitions and active collecting, that communities will be able to see their identities, cultures and interests represented in not only the collections but future exhibitions, outreach, engagement and learning programmes.

Being able to see Rotherham’s diverse identities represented in these civic spaces is vital to ensuring that communities of all backgrounds feel welcome and safe in these venues. The strong emphasis on community voice and influence brought through the Community Story Board, aims to reach beyond representation to garner true engagement and participation.

Whilst initially collections development work will focus on communities where there is under-representation, some groups may feel that this is too heavily weighted to one particular community. The work of the audience development team within the Museums, Arts & Heritage Service will continue to ensure that a diverse range of audiences are engaged with, ensuring a balance of engagement across communities.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

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| Title of analysis: Museums, Arts & Heritage Collections Management Policy |
| Directorate and service area: Museums, Arts & Heritage; Creative Programming & Engagement; Culture Sport & Tourism; Regeneration & Environment |
| Lead Manager: Lisa Howarth, Museums, Arts & Heritage Manager |
| Summary of findings: |
| <p>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. Through these carefully co-produced programmes the service has begun to see a change in its audience profile with more communities from Global Majority backgrounds engaging, as well as a growth in engagement from children and young people. These programmes have enabled the service to test new models of co-production and co-creation building greater voice and influence for communities which guides the activities of the service including its management of collections.</p> <p>The Collections Management Policy seeks to build on the learning from these projects and further embed voice and influence into the policies that govern the development, management and care of the Rotherham Collection. Based on the experiences of these programmes and the data gathered through the Audience Finder programme the service will have a core focus on:</p> <ul style="list-style-type: none"> • Global Majority Communities – specifically those of Pakistani, African, Roma/Slovak, Chinese and Yemeni decent whose heritage is more prevalent in Rotherham’s communities • Children & Young people – through a focus on intergenerational families and the key relationships that children and young people have with significant adults in their lives |

Appendix 2

- Rotherham Museum, Arts & Heritage Staff – in particular improving representation from underrepresented groups within the workforce and investing in staff CPD to ensure appropriate levels of awareness with regards to equalities, diversity and inclusion

Whilst the service will focus on these core audiences, it will strive to ensure that all of Rotherham’s communities are represented and included in its Collection and have the opportunity for voice and influence in shaping the future development of the Rotherham Collection.

The Equalities Action Plan sets out a series of measures for improving equalities at three levels of implementation:

- Museums, Arts & Heritage – service level, ensuring that equalities, diversity and inclusion is embedded at all levels of the service
- Rotherham Collection – utilising the Collections Management Policy to improve inclusivity and relevance of the objects within the care of the service
- Clifton Park Museum – Museums Accreditation is assigned to a specific venue as such consideration has been given in ensuring that this venue where most of the opportunity for displaying collections exists, is fit for purpose in ensuring inclusivity for a diverse range of audiences.

| Action/Target | State Protected Characteristics as listed below | Target date (MM/YY) |
|--|---|---------------------|
| Museums, Arts & Heritage | | |
| <ul style="list-style-type: none"> • Develop a ‘zero tolerance’ anti-racism protocol which will be clearly communicated across Clifton Park Museum, Boston Castle and Heritage Sites | Global Majority Communities | January 2023 |
| <ul style="list-style-type: none"> • Work closely with the Independent Hate Crime Scrutiny Panel, Safer Rotherham Partnership and the Police to “Stand against Hate” and to understand how to identify and report it. | All Groups | March 2023 |

Appendix 2

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|--|---|-------------------|
| <ul style="list-style-type: none"> • Work with HR to consider how to improve recruitment practice in order to encourage more applications from under-represented backgrounds | All Groups | March 2023. |
| <ul style="list-style-type: none"> • Invest in anti-racism training and development for staff from all areas of the service including front of house, collections, learning and management | Global Majority Communities | May 2023 |
| <ul style="list-style-type: none"> • Develop a communications plan that is fully accessible to people from protected characteristics | All Groups | June 2023 |
| <ul style="list-style-type: none"> • Continually identify shared training opportunities, in order to improve practice in working with people/ communities from all protected characteristics. | All Groups | Reviewed annually |
| Rotherham Collection | | |
| <ul style="list-style-type: none"> • 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 | Global Majority Communities Children & Young People Women Older People (aged 55+) LGBTQ+ Communities Disabled Communities including Neurodiverse Groups | April 2023 |
| <ul style="list-style-type: none"> • Consider future opportunities for connections with children and young people through partnership working with Children’s Capital of Culture services with a particular focus on Young Producers, to develop skills in collections management | Children & Young People | September 2023 |
| <ul style="list-style-type: none"> • Develop a volunteering programme to support collections management, documentation and development ensuring that volunteer recruitment seeks representation from under-represented audiences | Global Majority Communities Children & Young People Older People (aged 55+) LGBTQ+ Communities Disabled Communities including Neurodiverse Groups | June 2023 |

Appendix 2

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|--|-----------------------------|---------------------------------|
| <ul style="list-style-type: none"> Building on the Esmee Fairbairn World Cultures project which mapped objects in the social history collection to identify areas of under representation for active collecting and repatriation where appropriate. | Global Majority Communities | December 2023 |
| <ul style="list-style-type: none"> Review cataloguing of collections on a project-by-project basis to ensure that the service acquires objects which can begin to address gaps in the collections related to equalities, and 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 | All Groups | Built into all project activity |
| Clifton Park Museum | | |
| <ul style="list-style-type: none"> Register Clifton Park Museum as a 'Safe Space' and ensure that this is clearly communicated throughout the venue | All Groups | March 2023 |
| <ul style="list-style-type: none"> Invest in a Changing Places facility at Clifton Park Museum to ensure greater accessibility for disabled audiences | Disabled Groups | April 2023 |
| <ul style="list-style-type: none"> Engage with the Council's performance management framework through quarterly reporting against agreed KPIs and annual engagement with the Young Inspectors programme. | Children & Young People | Annually |
| <ul style="list-style-type: none"> Exhibition protocol to include minimum standards for accessibility | All groups | September 2023 |

***A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups**

Appendix 2

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

| Name | Job title | Date |
|--------------------|---|---------|
| Leanne Buchan | Head of Creative Programming & Engagement | 2/12/22 |
| Polly Hamilton | Assistant Director for Culture, Sport & Tourism | 3/12/22 |
| Paul Woodcock | Strategic Director for Regeneration & Environment | |
| Cllr Dave Sheppard | Cabinet Member for Social Inclusion | |

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis 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 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 Equality Analysis completed | 2 nd December 2022 |
| Report title and date | Museum Collections Management Policy |
| Date report sent for publication | |
| Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk | 2 nd December 2022 |