

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: Culture Sport & Tourism
Lead person: Leanne Buchan, Head of Creative Programming & Engagement	Contact: 01709 822056 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
<p>York and Lancaster Regimental Museum is updating its Collections Management Policy in line with guidance from Arts Council England. The York and Lancaster Regimental Museum is a registered charity which is managed by Rotherham Museums, Arts and Heritage Service on behalf of the sole trustee Rotherham Metropolitan Borough Council</p> <p>The policy outlines the approach taken by the charity in relation to:</p> <ul style="list-style-type: none"> • the appropriate care of museum collections • the appropriate documentation and categorisation of collections and records management

- 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 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 York and Lancaster Regimental Museum is a registered charity which is managed by Rotherham Museums, Arts and Heritage Service on behalf of the sole trustee Rotherham Metropolitan Borough Council. The York & Lancaster Regimental Museum collection consists of items from or have an association with the York and Lancaster Regiment, or its forbears, the 65th and 84th Regiments of Foot. The regiment recruited across Sheffield, Barnsley and Rotherham. The collection also includes material from any part of the world in which the Regiment served (principally India, New Zealand, Africa, and Europe) and cover all aspects of Regimental life during the period 1758 to 1968.</p>	X	
<p>Could the proposal affect service users?</p> <p>The proposed 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 in parts of the world where the regiment served.</p>	X	
<p>Has there been or is there likely to be an impact on an individual or group with protected characteristics?</p> <p>The charity recognises that the York and Lancaster Regimental Collection is not inclusive and positively representative of the most diverse range of communities in Rotherham.</p>	X	
<p>Have there been or likely to be any public concerns regarding the proposal?</p> <p>The proposal is an important step forward in enabling the charity to assess the relevance of the collection for the communities of</p>		X

Appendix 2

Rotherham and begin to develop a future direction for the charity.		
<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 charity 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	
If you have answered no to all the questions above, please explain the reason		
N/A		

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?**

Set out in Part B

- **Key findings**

Set out in Part B

- **Actions**

Set out in part B

Date to scope and plan your Equality Analysis:	24/04/23
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Date to complete your Equality Analysis:	24/04/23
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Appendix 2

Lead person for your Equality Analysis (Include name and job title):	Leanne Buchan Head of Creative Programming and Engagement
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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 and Engagement	24/04/23
Polly Hamilton	Assistant Director, Culture Sport and Tourism	09/05/23
Levi Karigambe	Policy Officer, Equalities Team	10/05/23

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	York and Lancaster Regimental Collection Collections 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	Council Meeting on 24 May 2023 Date sent for publication:
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	07/05/23