

Equality, Diversity, Cohesion and Integration (EDCI) screening



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, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides 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, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Museums & Galleries
Lead person: Lisa Broadest	Contact number: 0113 378 1707

1. Title: Kirkstall Abbey: improving the visitor experience and addressing the financial challenge through changes to admissions and catering

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

- Proposed general admission charges at Abbey House Museum, Kirkstall Abbey Leeds Industrial Museum and Thwaite Watermills. To be implemented from 11th April 2023.
- Proposed general fees and charges for commercial activities within Leeds Museums and Galleries. To be implemented from 11th April 2023.
- Proposed fees and charges for learning and access provision. To be implemented from 1st September 2023.
- Proposed membership fees for the Picture Lending Library Scheme. To be implemented from 1st November 2023.

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or lesser relevance to equality, diversity, cohesion and integration.

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

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	X	
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The structure of the proposed fees and charges account for the current financial environment including the rate of inflation and the current and proposed income targets for 2023/24 whilst balancing this with the cost of living crisis.

There are concession arrangements relating to admissions for children, carers, Leeds Card holders and Max Card holders (looked after children, children with additional needs and their families), with the latter discount being standardised with other organisations across Leeds. Three sites (Leeds Art Gallery, Leeds City Museum, Kirkstall Abbey (for Leeds residents) remain free to visit and the £1 entry fee for local residents in Armley to Leeds Industrial Museum is being retained. The overall outcome is to ensure Leeds Museums and Galleries can provide choice to visitors and offer value for money.

Charges for premium rates on commercial activities have been set in a commercial context and are increased to meet industry norms.

Learning and access fees and charges have been reviewed and the proposed charges from September 2023 accounts for ease of engagement, market standards and supports delivery of the required outcomes as a National Portfolio Organisation funded by Arts Council England.

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The increase of fees and charges ensures Leeds Museums and Galleries can continue to deliver against its current strategy, Deepening Connection and Widening Impact. This ensure the service continues to provide higher quality audience engagement and experiences, accessible learning and creative skills development and that the collections and heritage assets are better known, better understood and better cared for.

- **Actions** (think about how you will promote positive impact and remove/ reduce negative impact)

A number of visitor facility improvements will be made across Leeds Museums and Galleries portfolio of sites in the forthcoming year. These will include delivery of several small scale capital improvements including a New Changing Places provision at Abbey House Museum and restoration of the Butler's Pantry at Temple Newsam, alongside updated and refreshed interpretation and visitor information.

Promotional offers and discounts will continue to advertised.

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	N/A
--	-----

Date to complete your impact assessment	N/A
---	-----

Lead person for your impact assessment (Include name and job title)	N/A
--	-----

6. Governance, ownership and approval

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

Name	Job title	Date
Lisa Broadest	Head of Operations & Enterprise	4/4/2023
Date screening completed		4/4/2023

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational	Date sent:

Decisions – sent to appropriate Directorate	
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: