



## Equality Impact Assessment

### What is an Equality Impact Assessment (EIA) and why does the County Council do them?

The [Public Sector Equality Duty](#) (PSED) is an obligation within the [Equality Act 2010](#) ("the Act"), which asks public authorities, like Hampshire County Council, to give 'due regard' to equality considerations, in particular to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This includes assessing the impact of policies and practices on individuals and communities with a protected characteristic, as defined in the Act and some other specific groups. The County Council uses EIAs to ensure it has paid 'due regard' to equalities considerations when there are changes to a service or policy, a new project or certain decisions.

EIA author	Position & Department	Contact
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Title:	Revised Hampshire Archives and Local Studies fees and charges effective from 1 September 2022
Related EIAs:	EIA Number: 00110

EIA for Savings Programme:	No
Service affected	Hampshire Archives and Local Studies
Description of the service/policy/project/project phase	Hampshire Archives and Local Studies at Hampshire Record Office provides facilities for the consultation of historic documents relating to the county of Hampshire and Hampshire people. There is no charge for visiting Hampshire Record Office or consulting historic documents. Fees and charges apply to requests for copies of documents, for research to be carried out in documents on behalf of customers, and for other services such as talks and workshops, venue hire, fees for reproduction in publications and broadcasting, and for professional consultancy. A few fees are statutory; ie the fee for a baptism certificate is prescribed by statutory instrument (Parochial Fees Order 2019). Fees and charges are reviewed regularly. They were last reviewed in summer 2021 and implemented on 1 October 2021.
New/changed service/policy/project	In this review of fees and charges some will increase, some will be reduced and many will not change

Engagement
No consultation carried out; this is a regular review of fees and charges which consists of incremental increases or small decreases.

#### Equalities considerations - Impact Assessment

#### Age

Impact on public	Negative - Low
Impact on staff	Neutral

Rationale

**A large proportion of our visitors tend to be older (eg 47% were aged 65 or over in our last visitor survey in Oct 2018). In contrast, only a small proportion of visitors are from younger age groups. We have no survey data to identify how many of our remote customers are older/younger people.**

It is free to visit Hampshire Record Office and free to consult documents and do research. Charges for visitors who use self-service copying options will not increase.

For remote customers, charges for research, some events, copy estimates and scans of documents will increase by 20%. This represents a negative impact for older people who may tend to rely more on our remote services than visiting us.

The minimum charge for copies sent by post will increase by 40% to £14 which represents a negative impact on those older people who may not be equipped to receive copies sent digitally. However, the charge for a digital copy which is then printed on paper and posted will be reduced to £14, a decrease of 7%, which represents a positive impact on those older people who may also not have digital access.

Mitigation

Hampshire parish register entries and wills, the two most popular records requested by our customers, will start to become available on Ancestry's website from December 2022. Ancestry is available for free in all Hampshire libraries and at Hampshire Record Office and the new Hampshire content will represent a positive impact for older people who could either subscribe to Ancestry and do their own research at home or who need only travel to their nearest library to access Hampshire records and from there obtain copies for a nominal fee.

Requests for copies by post are quite rare so the increased charges will affect relatively few people. The amount of £14 would not present a large barrier to those with some money available for discretionary spends.

The events programme includes on- and off-site and also now online events so there are a wide variety of delivery options available.

## Disability

Impact on public	Negative - Low
Impact on staff	Neutral
Rationale	<p>In our last visitor survey of Oct 2018, 14% of visitors recorded that they had a disability. We have no survey data to identify how many of our remote customers have a disability.</p> <p>It is free to visit Hampshire Record Office and free to consult documents and do research. Charges for visitors who use self-service copying options will not increase.</p> <p><b>For remote customers, charges for research, some events, copy estimates, and scans of documents will increase by 20%. This represents a negative impact for people with the kinds of disabilities that make travelling more challenging and who may therefore rely more on our remote services than visiting us.</b></p> <p>The minimum charge for copies sent by post will increase by 40% which represents a negative impact on those people with those types of disabilities which mean they may not be able to either access or use digital copies. However, the charge for a digital copy which is then printed on paper and posted will be reduced to £14, a decrease of 7%, which represents a positive impact on those who need physical copies of documents.</p>
Mitigation	<p>Hampshire parish register entries and wills, the two most popular records requested by our customers, will start to become available on Ancestry's website from December 2022. Ancestry is available for free in</p>

all Hampshire libraries and at Hampshire Record Office and the new Hampshire content will represent a positive impact for disabled users who could either subscribe to Ancestry and do their own research from home or who may not need to travel far to their nearest library to access Hampshire records and obtain copies there for a nominal fee.

Requests for copies by post are quite rare so the increased charges will affect relatively few people. Charges would start at £14 so would not present a large barrier to those with some money available for discretionary spends.

The events programme includes on- and off-site and also now includes online events so there are a wide variety of delivery options available.

## Gender Reassignment

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

## Pregnancy and Maternity

Impact on public	Neutral

Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

## Race

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

## Religion or Belief

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

## Sex

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

## Sexual Orientation

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

## Marriage and Civil Partnership

Impact on public	Neutral
Impact on staff	Neutral
Rationale	

	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

## Poverty

Impact on public	Negative - Low
Impact on staff	Neutral
Rationale	<p>Our latest postcode data MOSAIC analysis (covering visitors who used the service in 2019/2020) strongly shows that those in lower income groups are not well represented in our customer base. We have no survey data to identify how many of our remote customers are people in poverty.</p> <p>It is free to visit Hampshire Record Office and free to consult documents for research. Charges for visitors who use self-service copying options will stay the same.</p> <p>For remote customers, charges for research, copy estimates, and scans of documents will increase by 20%. This represents a negative impact for people with little or no income for discretionary spends and who lack the money for transport to visit us.</p> <p>The minimum charge for copies sent by post will increase by 40% which represents a negative impact on people who are in poverty and who may also therefore lack access to digital services. However, the charge for a digital copy which is then printed on paper and posted will be reduced to £14, a decrease of 7%, which represents a positive impact on those in poverty who may also not have digital access.</p>
Mitigation	Hampshire parish register entries and wills, the two most popular



records that customers request, will start to become available on Ancestry's website from December 2022. Ancestry is available for free in all Hampshire libraries and at Hampshire Record Office and the new Hampshire content will represent a positive impact for people in poverty who need only travel to their nearest library to access these records and get copies for a nominal fee.

Requests for copies by post are quite rare so the increased charges will affect relatively few people, particularly since a typical archive user does not come from socio-economic groups where poverty is an issue.

The events programme includes on- and off-site and also online events and charges start from just £5 per ticket.

## Rurality

Impact on public	Negative - Low
Impact on staff	Neutral
Rationale	<p>We have no survey data to identify how many of our visiting or remote customers are living in rural areas.</p> <p>It is free to visit Hampshire Record Office and free to consult documents for research. Charges for visitors who use self-service copying options will stay the same.</p> <p>For remote customers, charges for research, copy estimates, and scans of documents will increase by 20%. This represents a negative impact for people in rural areas where public transport is limited or non-existent and who may therefore rely more on our remote services.</p> <p>The minimum charge for copies sent by post will increase by 40% which represents a negative impact for people living in rural areas who may not have sufficient IT infrastructure in their location to enable them to receive copies via digital means. However, the charge for a digital copy which is then printed on paper and posted will be reduced to £14, a</p>

	<p>decrease of 7%, which represents a positive impact for those in rural areas who rely more on posted items.</p>
Mitigation	<p>Hampshire parish register entries and wills, the two most popular records that customers request, will start to become available on Ancestry's website from December 2022. Ancestry is available for free in all Hampshire libraries and at Hampshire Record Office and the new Hampshire content represents a positive impact for people in rural areas who may be able to subscribe to Ancestry and do their own research at home but, if not, need only travel to their nearest library to access these records and get copies for a nominal fee.</p> <p>Requests for copies by post are increasingly rare so the increased charges will affect relatively few people. Charges would start at £14 so would not present a large barrier to those with some money available for discretionary spends.</p>

Geographical Impact: All Hampshire

## Equality Statement

Additional information:

None

## Overview Statement:

Assessment to show that due regard has been given and that there is no requirement for a full EIA:

EIA reference number: 00245

Date of production of EIA for publication: 06/07/2022