



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 1 October 2021
Related EIAs:	None

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. Some charges are statutory fees; ie the fee for a baptism certificate is prescribed by statutory instrument (Parochial Fees Order 2019). Fees and charges are usually reviewed annually. They were last reviewed in summer 2019 and implemented in August 2019.
New/changed service/policy/project	In this review of fees and charges, most fees and charges will remain the same though others are proposed in line with departmental charging principles which include: confirmation of charges introduced in September 2020 to provide online events at a lesser rate than on-site equivalents; an increased statutory fee for baptism certificates from £28 to £31; an increase of 25-33% for digital prints; an increased charge for research undertaken on behalf of customers from £20 to £25 per hour (and £25 will be a minimum fee); and a charge of £10 per day/session for newly available on-site parking (though this will remain free for Blue Badge holders). These changes will be made to ensure that the provision of services is both sustainable and cost effective.

Engagement
This is a regular review of fees and charges by Hampshire Archives and Local Studies.

Age

Impact on public	Negative - Low
Impact on staff	Negative - Low
Rationale	<p>A large proportion of our visitors/users 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 introduced new online events (for groups and individuals) priced at a lower rate than on-site equivalents which represents a positive impact for this group. However, some people amongst our older users may not be able to take advantage of joining online events if they do not have digital access.</p> <p>Charges for digital prints will increase by 25-33%. Demand for digital prints is very low. Anecdotally, those that do request this service come from older age groups who do not have digital access to copies; this therefore represents a small but negative impact. The new charge of £10 per day/session for on-site parking may be a convenience for older people so will have a positive impact and adds to choice since other car parks are nearby and cheaper for shorter visits.</p>
Mitigation	<p>Demand for digital prints is very low. An alternative is to visit and purchase a self-service photography permit allowing unlimited photography for one day/session and from which prints can then be made.</p>

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 introduced online events (for groups and individuals) which are priced at a lower rate than on-site equivalents which is a positive impact for those in this group with mobility issues who have digital access.</p> <p>Research fees will increase to £25 per hour (minimum) which is a 25% increase and represents a negative impact on this group who may be less likely to visit and conduct their own research (which is free) if the nature of their disability makes travel or doing research difficult.</p>
Mitigation	<p>On-site parking for Blue Badge holders is free.</p> <p>A £10 charge to 'look up' specific information for remote users is also available.</p>

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	
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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>Results of an analysis of archive visitors using MOSAIC postcode data in 2015 showed that the majority of visitors come from socio-economic groups A, B and C which have higher proportions of wealth. We have introduced online events which are priced at a lower rate than on-site equivalents which is a positive impact for those in this group with digital access. However, a larger proportion of this group compared to the general population may be without digital access and therefore unable to take advantage of this offer.</p> <p>Research fees will increase to £25 per hour (minimum) which is a 25% increase and represents a negative impact for this group.</p> <p>The new charge of £10 per day/session for parking on-site represents a negative impact on this group.</p>
Mitigation	<p>Research can be conducted on site by visitors at no charge.</p> <p>Other parking options are available nearby and are cheaper for shorter visits. The park and ride option is a cheaper day-long alternative with a bus stop outside Hampshire Record Office.</p>

Rurality

Impact on public	Negative - Low
Impact on staff	Neutral
Rationale	<p>We have no data for what proportion of archive users are in this group.</p> <p>We have introduced online events which are priced at a lower rate than on-site equivalents which is a positive impact for those in this group with digital access. However, a larger proportion of this group compared to the general population may be without digital access if there is a lack of sufficiently fast broadband in the rural area they live in.</p> <p>Research fees will increase to £25 per hour (minimum) which is a 25% increase and represents a negative impact if public transport needs make visiting and conducting their own research more difficult.</p> <p>A charge of £10 per day/session for parking at the Record Office may be a convenience for this group so represents a positive impact.</p>
Mitigation	<p>Other parking options are available nearby and are convenient for shorter visits. The park and ride option is a day-long alternative with a bus stop outside Hampshire Record Office.</p> <p>A £10 charge to 'look up' specific information for remote users is also available.</p>

Geographical Impact:All Hampshire

Equality Statement

Additional information:

The next review of fees and charges is expected to take place in late autumn 2021 for implementation on 1 April 2022 and annually thereafter.

Overview Statement:

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

EIA reference number: 00110

Date of production of EIA for publication: 15/09/2021