

SP23 Equality Impact Assessment - Archive and Records Services efficiencies and income generation – service users

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Section one – information about the service and service change

Service affected	Hampshire Archive and Record Service
Please provide a short description of the service / policy/project/project phase	Hampshire's Archives and Local Studies service provides public access - both on site and remotely - to its archive holdings relating to the history of Hampshire and its people. Our customers include individuals and Community History Groups interested in our collections for a range of purposes including family history, local history, and for practical, professional, and other evidential reasons. Fees and charges apply to requests for copies of documents, for research to be carried out on behalf of remote customers and for value added services such as talks, workshops, venue hire, fees for reproduction of publications and broadcasting and for professional consultancy.

<p>Please explain the new/changed service/policy/project</p>	<p>To make budget efficiency savings or generate additional income in order to cover a budget reduction from 2023 onwards.</p> <p>SP23 will see the integration of the Library Service with Archives and Records Services, during this time a full review of all services will be undertaken, and it is anticipated that budget efficiencies may be achieved through combining back-office functions, office accommodation requirements and service delivery. Any staff savings or impacts requiring a staff consultation will be communicated following a review of services with an EIA specific to that opportunity. Any fundamental changes to the Statutory Service and associated public access requiring a public consultation will be communicated to service users and stakeholders with an EIA specific to that opportunity.</p> <p>Savings that contribute to the Climate Change agenda will be a focus such as reducing energy usage by implementation of a passive building management system and by offer online services to complement the physical service offer.</p> <p>Additional income within the Archive and Records Service will be achieved through a range of measures including new services in addition to the current offers, this will include online pay-per-view access to popular archives, increased contributions from depositors, and provision of paid-for professional services e.g. conservation to external organisations.</p>
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Engagement and consultation

The County Council’s *Serving Hampshire Balancing the Budget* consultation (2021-2023) will seek residents' and stakeholders' views on strategic options for funding the Authority’s budget gap. Where applicable, detailed proposals for making savings will be subject to further, more detailed ‘stage two’ consultation before any decisions on service specific changes are made.

Has any pre-consultation engagement been carried out?
 (Delete as appropriate)

	No	
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Describe the consultation or engagement you have performed or are intending to perform.
 Describe who was engaged or consulted. What was the outcome of the activity and how have the results influenced what you are doing? If no consultation or engagement is planned, please explain why.

No specific service consultation is planned on this proposal. However, a major public consultation exercise is currently being delivered by the County Council which will continue over Summer 2021, this consultation includes a range of options for finding further budget savings such as a proposal to increase Council Tax, using reserves in a different way, and making changes to the way services will be delivered, which may result in a reduction or withdrawal of certain services, this will be confirmed once the outcome of the consultation has been presented to the County Council’s Cabinet in October 2021.

When decisions are made regarding which options are to be pursued, further specific consultation will be carried out with staff and stakeholders on the detailed options where appropriate and required. In this instance this EIA will be updated accordingly or a new one completed whichever is most appropriate.

Section two: Assessment

Table 1 Impact Assessment

Protected characteristic	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age			X			Public
Disability		X				Public
Gender reassignment		X				Public
Pregnancy and maternity		X				Public

Race		X				Public
Religion or belief		X				Public
Sex		X				Public
Sexual orientation		X				Public
Marriage & civil partnership		X				Public
Poverty		X				Public
Rurality	X					Public

Table 2 Geographical impact

Does the proposal impact on a specific area?

Area	Yes / no	Area	Yes / no	Area	Yes / no
All Hampshire	Yes	Fareham		New Forest	
Basingstoke and Deane		Gosport		Rushmoor	
East Hampshire		Hart		Test Valley	
Eastleigh		Havant		Winchester	

Section three: Equality Statement

Table 3 Consideration of and explanation for neutral or low negative impacts

Protected characteristic	Brief explanation of why this has been assessed as having neutral or low negative impact
Age	Visitors over the age of 65 are very well represented in Hampshire's Archives and Local Studies service customer base (47% were aged 65 or over in the last visitor survey undertaken in October 2018). Any changes to fees and charges would apply to all age groups. Access to our collections on site will remain free of charge to all customers. The impact of the proposal has been assessed as low.
Gender reassignment, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual Orientation, Marriage and Civil Partnership	<p>In the most recent visitor survey in October 2018, although this was a snapshot survey we feel that the respondents to this were representative of our client base, from this 14% of visitors recorded that they had a disability and information given regarding postcodes gives a strong indication that a significant number of respondents show that archive users come from those socio-economic groups that are not experiencing poverty.</p> <p>The income-generating measures will extend the range of services offered (e.g., consultancy, digitisation) and make a significant contribution towards sustaining the services for the benefit of our customers now and in the future. Savings may result in some reductions in aspects of the overall service, such as opening hours; however, digital access to collections will help mitigate this.</p> <p>Any increase to fees and charges will have an impact on all Service users who will continue to be signposted to both free and paid for services. With the range of income generating opportunities and the mitigation outlined above, the impact for these protected groups is therefore assessed as neutral.</p>
Disability	<p>The service has also introduced online events and activities which enable those who are living with disabilities to access events from home more easily and avoid the need to travel which could be both physically and mentally challenging for some individuals. In this instance it is felt that the online access will have a positive impact on those who identify with this category.</p> <p>Those who choose to travel and who hold a blue badge are able to book a free parking space which is easily accessible to the Records Office.</p>

Poverty	<p>The service does not currently, as a matter of course, seek to identify specific characteristics regarding our customers.</p> <p>Results from the snap survey undertaken identify that the majority of archive users identify with postcodes which are not understood to be in lower socio-economic groups. While the service understands that the new online services may not be accessible to those in this category effort is made to make the services accessible to all.</p> <p>In order not to exclude those individuals/clients who may be experiencing poverty the service offers free access to Hampshire's Archive collections at the Records office. Appointments can be made in advance of the visit, outlining the information they wish to review to ensure that the best outcome for the individual is achieved as documents are ready for the individual when they arrive. This reduces the time spent searching.</p>
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Table 4 Explanation and mitigation for medium and high impacts

Protected characteristic	Brief explanation of why this has been assessed as having medium or high negative impact	Is there a Geographical impact? If so, please explain -use list below to identify geographical area(s)	Short explanation of mitigating actions
N/A			

Table 5 Consideration of and explanation for positive impacts

Protected characteristic	Brief explanation of why this has been assessed as having positive impact
Rurality	Hampshire has several rural communities. Internet and broadband services in rural areas have improved significantly over the past few years as a result of investment in infrastructure which means that more people in rural areas have access to digital Archive Services. The service does not have figures relating to what proportion of archive users are in this rural grouping.

	<p>Customers can access a range of Archive Services online such as talks and requests for digital archive information. The range of online Archive services are being developed as an alternative for provision of physical services and information.</p> <p>A key income strand will be derived from the online pay-per-view service. This will provide wider and easier access to popular records for the benefit of all customers in addition to the free access to the archives. Charges for digital services may offset travel costs for customers who will no longer need to travel to Winchester to access Archives Services or to receive archive information by post.</p>
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Box 1 Please set out any additional information which you think is relevant to this impact assessment:

Additional information – further EIA to be completed following reviews/ impact assessments/ proposals developed, any consultations, unions etc to ensure the impact on groups with protected characteristics are considered fully.
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Box 2

If appropriate, (i.e., it is immediately evident that a full EIA is not necessary) please provide a short succinct assessment to show that due regard has been given and that there is no requirement for a full EIA:

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