

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

EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Paula Crompton	CCBS	Strategic Manager	paula.crompton@hants.gov.uk	07738 312778	05.07.21	V4
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	emma.noyce@hants.gov.uk	0370 779	05.07.21	V4
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 3452	06.07.21	V4

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.
Please explain the new/changed service/policy/project	To make budget efficiency savings or generate additional income in order to cover a budget reduction from 2023 onwards. 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

	<p>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 this EIA being updated to reflect the detail 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 online pay-per-view access to popular archives, increased contributions from depositors, and provision of paid-for professional services eg conservation to external organisations.</p>
--	--

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	
--	-----------	--

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. Staff will be consulted if at any time during the process should it become evident that proposals will impact in any capacity on their current roles, responsibilities, terms of employment or in any other way, any consultation will be undertaken in line with HR policies and procedures.

Section two: Assessment

Table 1 Impact Assessment

Protected characteristic (see EIA Guidance for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age			X			Staff
Disability			X			Staff
Gender reassignment		X				Staff

Pregnancy and maternity		X				Staff
Race		X				Staff
Religion or belief		X				Staff
Sex			X			Staff
Sexual orientation		X				Staff
Marriage & civil partnership		X				Staff
Poverty		X				Staff
Rurality	X					Staff

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	<p>The proportion of staff in the older age brackets is relatively high (52.4% of the workforce is over the age of 50) compared with 27% for Hampshire County Council. Staff capacity will need to be found from with the existing workforce to deliver the new income generating services.</p> <p>The development and introduction of new income generation proposals will require staff to be engaged with time used efficiently and effectively and may result in a change in delivery models. The income generation proposals include a greater emphasis on customer self-service (including online pay-per-view access to collections). Work processes will be reviewed and changed where necessary. Any changes to service delivery and business processes are likely to be within the remit of current roles and responsibilities and would apply to all age groups though staff with a long service of over 5 years may find the changes more difficult to accommodate as the changes may impact on how they carry out their work, there may be more resistance to trialling new approaches. Any new activities related to income generation (within the remit of current roles and responsibilities) will be discussed with staff, explaining the needs and how other aspects of their role will be changed to accommodate any new activities. Training and information will be provided to staff to support the development of new business processes. Due to mitigations, the overall impact on staff has been assessed as low.</p>
Disability	<p>The proportion of staff who have declared a disability is relatively high (4.8% of the workforce compared with 3.5% reported across the council). Staff capacity will need to be found from with the existing workforce to deliver the new income generating services.</p> <p>The development and introduction of new income generation proposals will require staff to be engaged and time used efficiently and effectively and may result a change to approach in delivery models. The income generation proposals include a greater emphasis on customer self-service (including online pay-per-view access to collections). Work processes will be</p>

	reviewed and changed where necessary. Any changes to service delivery and business processes are likely to be within the remit of current workforce roles and responsibilities and would apply to all staff but any reasonable adjustment will continue to be made where appropriate. Due to the mitigation, the overall impact on staff has been assessed as low.
Sex	There are 17.16 FTE that work in the Archives and Records Service of which 17.5% are male and 82.5% are female which is different to Hampshire County Council workforce as a whole (24% male and 76% female). Any changes to service delivery and business processes would apply to all staff equally regardless of gender. Any new activities related to income generation (within the remit of current roles and responsibilities) will be discussed with staff, explaining the needs and how other aspects of their role will be changed to accommodate any new activities. Training and information will be provided to staff to support the development of new business processes. Due to mitigations, the overall impact on staff has been assessed as low.
Gender reassignment, Pregnancy and maternity, Race, Religion or belief, Sexual Orientation, Marriage and Civil Partnership, Poverty	Staff capacity will need to be found from with the existing workforce to deliver the new income generating services. There is no greater impact on staff roles that have a lower pay than to staff that are paid a higher salary. There are no identified impacts for staff with these protected characteristics and so the impact for these protected groups is therefore assessed as neutral.

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	Some Archive staff live in rural areas but are required to deliver their roles from their work base in Winchester. Internet and broadband services in rural areas have improved significantly over the past few years as a result of investment in infrastructure. The delivery of digital Archive Services can be undertaken by staff anywhere and so staff may be able to deliver some of their role working from home rather than coming into Hampshire Record Office in Winchester every day. Staff may have reduced travel costs if they don't have to travel to their work base every day which may offset any additional costs incurred from working at home.

Box 1 Please set out any additional information which you think is relevant to this impact assessment:

This EIA will be updated or a further EIA will be completed following reviews/ impact assessments/ proposals developed or in light of any consultations with staff or unions etc.

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:

N/A