

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:	Hampshire Archives - changes to fees and charges with effect from 1 April 2026
Related EIAs:	EIA Number: 724
EIA for Savings Programme:	No
Service affected	Hampshire Archives service based at Hampshire Record Office, Winchester
Description of the service/policy/project/project phase	Hampshire Archives service is free for members of the public to visit, and free to consult the archive documents held in its safe keeping. Fees and charges apply to copying of documents, along with any research in documents which is done on behalf of remote customers. Fees and charges are also applied to additional services such as talks, workshops and other events, venue hire, fees for reproduction in publications and broadcast and for professional consultancy. A review of fees and charges is made annually in the autumn. The last review was implemented on 1 April 2025. The service analyses and benchmarks its pricing structure against comparable neighbouring archive services; its charges are generally higher than those of its neighbours.
New/changed service/policy/project	The majority of our fees and charges will increase by 4-5% with two exceptions: charges for printouts from microfilm increasing 50% to £1.50 and charges for

copying of records held outside our own collections increasing by 21% Our most requested service is for copying in its various forms. For visitors, most copying charges will remain the same except for microfilm printouts which will be increased 50% to £1.50 per copy to reflect the greater cost of the materials and maintenance of equipment. For remote customers, searching and copying charges will increase 5% from £40 to £42 per hour. Charges for physical copies that need posting, will increase 4% from £48 to £50 per hour. Charges for copies of audio-visual (AV) material will increase by 4% from £56 to £58 per hour (minimum charge, half rate for depositors of AV material) Charges for copy commissions of externally-held records will increase 21% from £48 to £58 per hour. This increase will ensure prices align better with the rates of commercial competitors. The statutory fee for a baptism certificate will increase 5% from £37 to £39 (Church of England table of parochial fees which came into effect from 1 January 2026). Certified copies of other documents will also increase 5% to £39. Facility fees (researching copyright and other rights) will increase 4% from £56 to £58 per hour (half this rate for non-commercial requests) Licensing for reproduction of film and sound archives, and film companies filming archives will remain unchanged. Charges for group events will increase 5% while single tickets for events will remain the same. Venue hire charges remain unchanged. Charges for archive consultancy and conservation work will increase by 4% from £56 to £58 per hour (minimum charge).

Engagement

This EIA relates to an annual review with relatively small changes so no consultation/engagement was undertaken.

Equalities considerations - Impact Assessment

Age

Impact on public	Negative - Low
Impact on staff	Neutral
Rationale	<p>A large proportion of our visitors tend to be older (eg 56% of visitors were aged 65 or older in our last visitor survey conducted in Oct 2022). In contrast, only a very small proportion of visitors were from younger age groups (5% were under 25). For remote users, a distance enquiry survey conducted in Dec 2023 found 73% were aged 65 or older while 0% were under 25. Older people therefore represent the majority of those who use our services, and particularly our remote services.</p> <p>Copying charges for visitors requiring a physical printout from microfilm will increase by 50% to £1.50. Some in this group may prefer physical copies, though many are likely to find digital options preferable. Since the amounts of money involved are small, and a free alternative is available, the impact is expected to be negative, but small.</p> <p>Copying, search and most other service charges for remote users will mostly increase in the range 4-5%. Since these spends are mostly discretionary or for leisure, and many popular sources are now available online, the impact has been assessed as negative but low.</p>

Mitigation	<p>It is free to visit Hampshire Record Office and free to consult documents for research. Most records on microfilm can be copied for free on site using a personal phone or camera so there is a free alternative to printing from microfilm.</p> <p>Some of our most popular records on microform, such as parish registers and probate records, are now available online via Ancestry and all Ancestry datasets are available either by online subscription or free in Hampshire libraries and at the Record Office. Cemetery registers were added in Dec 2025 as part of ongoing plans for more digital sources going online. This represents a mitigating positive impact for those older people who a) have subscriptions so they can use Ancestry from home or b) those who do not have a subscription but can travel a short distance to their nearest Hampshire library for free access.</p>
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Disability

Impact on public	Negative - Low
Impact on staff	Neutral
Rationale	<p>In our last visitor survey in October 2022, 7% of visitors recorded that they had a health condition of some kind. In a survey of remote users conducted in Dec 2023, 17% said they had a long-lasting physical or mental condition. People with a disability may be more likely to rely on our remote or online services rather than visit.</p> <p>Copying charges for visitors requiring a physical printout from microfilm will increase by 50% to £1.50. Some in this group may prefer physical copies, though many are likely to find digital options preferable. Since the amounts of money involved are small, and a free alternative is available, the impact is expected to be negative, but small.</p> <p>Copying, search and most other service charges for remote users will mostly increase in the range 4-5%. Since these spends are mostly discretionary or for leisure, and many popular sources are now available online, the impact has been assessed as negative but low.</p>
Mitigation	<p>It is free to visit Hampshire Record Office and free to consult documents for research. Most records on microfilm can be copied for free on site using a personal phone or camera so there is a free alternative to printing from microfilm.</p> <p>Some of our most popular records on microform, such as parish registers and probate records, are now available online via Ancestry and all Ancestry datasets are available either by online subscription or free in Hampshire libraries and at the Record Office. Cemetery registers were added in Dec 2025 as part of ongoing plans. This represents a mitigating positive impact for those people with a disability who a) have subscriptions so they can use Ancestry from home or b) those who do not have a subscription but are able to travel a short distance to their nearest Hampshire library for free access.</p>

Gender Reassignment

Impact on public	Neutral
Impact on staff	Neutral
Rationale	In our last visitor survey in October 2022, 100% of visitors identified with the same sex as recorded at their birth. We have no survey data identifying the proportion of customers with this protected characteristic who use our services but do not visit us. However, we would expect the impact for this group to be neutral since revised fees and changes are not likely to differentially affect those with this protected characteristic.
Mitigation	

Pregnancy and Maternity

Impact on public	Neutral
Impact on staff	Neutral
Rationale	We have no survey data identifying the proportion of customers who are either pregnant or new mothers and who either visit us or use our services but do not visit us. However, we would expect the impact for this group to be neutral since revised fees and changes are not likely to differentially affect those with this protected characteristic.
Mitigation	

Race

Impact on public	Neutral
Impact on staff	Neutral
Rationale	In our last visitor survey in October 2022, 100% of visitors recorded their ethnic group as white. We have no survey data identifying the proportion of customers with this protected characteristic who use our services but do not visit us. However, we would expect the impact for this group to be neutral since revised fees and changes are not likely to differentially affect those with this protected characteristic.
Mitigation	

Religion or Belief

Impact on public	Neutral
Impact on staff	Neutral
Rationale	We have no survey data identifying the proportion of customers with this protected characteristic who either visit us or use our

	services but do not visit us. However, we would expect the impact for this group to be neutral since revised fees and changes are not likely to differentially affect those with this protected characteristic.
Mitigation	

Sex

Impact on public	Neutral
Impact on staff	Neutral
Rationale	In our last visitor survey in October 2022, 53% of visitors recorded they were male and 47% were female. We have no survey data relating to the proportions of male and female customers who use our services but do not visit us. We would expect the impact for this group to be neutral since revised fees and changes are not likely to differentially affect either males or females.
Mitigation	

Sexual Orientation

Impact on public	Neutral
Impact on staff	Neutral
Rationale	We have no survey data identifying the proportion of customers with this protected characteristic who either visit us or use our services but do not visit us. However, we would expect the impact for this group to be neutral since revised fees and changes are not likely to differentially affect those with this protected characteristic.
Mitigation	

Marriage and Civil Partnership

Impact on public	Neutral
Impact on staff	Neutral
Rationale	We have no survey data identifying the proportion of customers with this protected characteristic who either visit us or use our services but do not visit us. However, we would expect the impact for this group to be neutral since revised fees and changes are not likely to differentially affect those with this protected characteristic.
Mitigation	

Poverty

Impact on public	Negative - Low
Impact on staff	Neutral
Rationale	We have no recent survey data identifying the proportion of customers with this protected characteristic who either visit us or use our services but do not visit us. Mosaic data of visitors covering

	<p>2016-2023 shows that our users are generally in the higher prosperity groups.</p> <p>Copying charges for visitors requiring a physical printout from microfilm will increase by 50% to £1.50. Since a free alternative is available, the impact is expected to be negative, but small.</p> <p>Copying, search and most other service charges for remote users will mostly increase in the range 4-5%. Since these spends are mostly discretionary or for leisure, and many popular sources are now available online, the impact has been assessed as negative but low.</p>
Mitigation	<p>It is free to visit Hampshire Record Office and free to consult documents for research. Search room materials, including records on microfilm can be copied for free on site using a personal phone or camera so there is a free alternative to printing from microfilm</p> <p>Some of our most popular records on microform, such as parish registers and probate records, are now available online via Ancestry and all Ancestry datasets are available either by online subscription or free in Hampshire libraries and at the Record Office. Cemetery registers were added in Dec 2025 as part of an ongoing process. This represents a mitigating positive impact for those people in this protected characteristic who may not therefore have a personal subscription to use Ancestry from home but who could travel a relatively short distance to their nearest Hampshire library for free access.</p>

Rurality

Impact on public	Negative - Low
Impact on staff	Neutral
Rationale	<p>We have no survey data identifying the proportion of customers in this group who either visit us or are remote users. The fact that Hampshire is a large county with many villages in rural settings provides the basis for assuming that there are a number of Hampshire users who are in this protected characteristic group. They may be less likely to use our remote services without digital access due to lack of broadband in their area, and also, through lack of public transport, find it difficult to travel and visit us.</p> <p>Copying, search and other service charges for remote users will mostly increase by 4-5%. This may be the preferred option for those with broadband but without public transport (we do offer physical copies by post for those without broadband). Since these spends are mostly discretionary or for leisure, the impact has been assessed as negative but low.</p>
Mitigation	<p>Some of our most popular records, such as parish registers and probate records, are available online via Ancestry and all Ancestry datasets are available either by online subscription or free in Hampshire libraries and at the Record Office. This represents a mitigating positive impact for those in rural isolation who do have broadband services and can therefore access Ancestry via a subscription. If they do not have broadband access, it may be easier for them to travel a short distance to their nearest Hampshire library for free access rather than visit Hampshire Record Office.</p>

Geographical Impact:All Hampshire

Equality Statement

Additional information:

None

Overview Statement:

A summary assessment to show that due regard to the Public Sector Equality Duty has been paid, which is undertaken when a full EIA is not needed:

EIA reference number: 00996

Date of production of EIA for publication: 06/02/2026