

## EQUALITY IMPACT ASSESSMENT

The **Equality Act 2010** places a '**General Duty**' on all public bodies to have '**due regard**' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advancing equality of opportunity for those with 'protected characteristics' and those without them
- Fostering good relations between those with 'protected characteristics' and those without them.

In addition the Council complies with the Marriage (same sex couples) Act 2013.

### Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on the Public Sector Equality Duty, please proceed to stage 2 and complete a full Equality Impact Assessment.

### Stage 2 – Full Equality Impact Assessment

An Equality Impact Assessment provides evidence for meeting the Council's commitment to equality and the responsibilities under the Public Sector Equality Duty.

**When an Equality Impact Assessment has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.**

Please read the council's Equality Impact Assessment guidance before beginning the EIA process.

#### 1. Responsibility for the Equality Impact Assessment

<b>Name of proposal</b>	Fees and charges 2017/2018
<b>Service area</b>	Bruce Castle Museum and Haringey Archive
<b>Officer completing assessment</b>	Ngozi Anuforo/ Deborah Hedgecock
<b>Equalities/ HR Advisor</b>	
<b>Cabinet meeting date (if applicable)</b>	14 <sup>th</sup> February 2017
<b>Director/Assistant Director</b>	Charlotte Pomery

## 2. Summary of the proposal and its relevance to the equality duty

Please outline in no more than 3 paragraphs

- The proposal which is being assessed
- The key stakeholders who may be affected by the policy or proposal
- Its relevance to the Public Sector equality duty and the protected groups

Annual consideration to increase **fees and charges** for the museum and archive income generating services at Bruce Castle for a range of users – including the general visiting public, researchers, schools, and organisations, community groups and local residents booking for non-public events or training.

The services include: reproduction fees charged for copying archive and museum collections; room hire; weddings; booked school workshops.  
Other services and access to information is free.

Proposed increases are considered alongside and compared with fees and charges for similar heritage services/ organisations in other boroughs and in line with similar services/ organisations within the borough

Proposed charges are kept within a 4 to 10% increase as appropriate, where these apply and are considered listening to feedback from users.

## 3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national.

Further information on data sources is contained within accompanying EqIA guidance. (part 8)

Protected group	Service users	Staff
Sex	EQiA Profile on Haringey – for the council and for the borough	N/A
Gender Reassignment	EQiA Profile on Haringey – for the council and for the borough	N/A
Age	EQiA Profile on Haringey – for the council and for the borough	N/A
Disability	EQiA Profile on Haringey – for the council and for the borough	N/A

Race & Ethnicity	<i>EQiA Profile on Haringey – for the council and for the borough</i>	N/A
Sexual Orientation	<i>EQiA Profile on Haringey – for the council and for the borough</i>	N/A
Religion or Belief (or No Belief)	<i>EQiA Profile on Haringey – for the council and for the borough</i>	N/A
Pregnancy & Maternity	<i>No data is available</i>	N/A
Marriage and Civil Partnership	<i>No data is available on the marriage and civil partnership status of current service users.</i>	N/A

**If there are any gaps in the data for particular groups or no data is available, please explain how you will address this gap**

The charges have been proposed after taking into consideration the fees and charges made by other similar providers within the borough/ in neighbouring boroughs. The Service will continue to monitor the effect of the increases and any impact.

The increase in charges proposed have been designed not to discriminate against any group.

**4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?**

*Please provide a brief outline of:*

- How you intend to consult with those affected by your proposal including those that share the protected characteristics*

*Further information on consultation is contained within accompanying EqIA guidance (part 9)*

Monitoring of feedback from users of charged-for services and monitoring of any impact on numbers taking up the services, will inform any future reviews of fees and charges.

**4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics**

*Explain how will the consultation's findings will shape and inform your proposal and the decision making process, and any modifications made?*

*Not Applicable*

**5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?**

*Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.*

Further information on assessing impact on different groups is contained within accompanying EqlA guidance (part 10)

**1. Sex** - Minimum impact.

Increases are kept to less than or equal to 4% each year (with a single 10% increase), and this is therefore a considered proposal. Access to all services is otherwise free.

**2. Gender reassignment** - No data available

**3. Age** - Minimum impact. Older users of the service, who might be pensioners, are possibly more likely to be on a lower income. Proposed charges could potentially be a barrier – but only if needing to pay for copies etc. Access to services and information are otherwise free.

**4. Disability** - Minimum impact.

Users of the service who might be disabled are possibly more likely to be on a lower income. Proposed charges could potentially be a barrier – but only if needing to pay for copies etc. Access to services and information is free otherwise.

**5. Race and ethnicity** - Minimum impact. Proposed charges could potentially be a barrier – but only if needing to pay for copies etc. Access to services and information is free otherwise.

**6. Sexual orientation** - Minimum impact. Proposed increase for wedding ceremony fee is less than 10% of previous cost. Affordable wedding costs compared to other venues and all weddings are non-religious and open to all

**7. Religion or belief (or no belief)** - Minimum impact. Proposed increase for wedding ceremony fee is less than 10% of previous cost. Affordable wedding costs compared to other venues and all weddings are non-religious and open to all

**8. Pregnancy and maternity** - No data available

**9. Marriage and Civil Partnership** - Minimum impact. Proposed increase is less than 10% of previous cost. Affordable wedding costs compared to other venues

**10. Groups that cross two or more equality strands e.g. young black women** - No data available

**Outline the overall impact of the policy for the Public Sector Equality Duty:**

- **Could the proposal result in any direct/indirect discrimination for any group that shares the protected characteristics?**
- **Will the proposal help to advance equality of opportunity between groups who share a protected characteristic and those who do not?**
- **Will the proposal help to foster good relations between groups who share a protected characteristic and those who do not?**

Bruce Castle Museum and Haringey Archive Service offers a vibrant heritage and learning programme which is responsive and inclusive to a diverse range of audiences from the local community and beyond. This includes, for example, a temporary exhibition programme that features a successful annual Black History Month exhibition (which is launched in BHM and runs for 6 months – the most recent exhibition has seen 1,500 schoolchildren attend on school visits) and, in 2017, will see two LGBTQI-inspired exhibitions and related events, as well as a STEM-based exhibition produced working with and for local young people, a monthly free Reminiscence Session workshop popular with older residents, a weekly and school-holiday free Family art and craft activities programme throughout the year, as well as a monthly free evening and lunchtime talks programme all year round that showcases and reflects the histories and shared heritage and culture of our local communities in Haringey.

In addition, Haringey Archive Service delivers an accessible public research facility which is open to all and includes a limited free enquiry service to remote users. The School Education Service offers a lively school workshop programme for all schools in Haringey, that responds and supports the National Curriculum.

Access to the Museum and Archive remains free entry; charges are for specified services only (as highlighted in the range of fees and charges to include room hire, booked taught school visits, weddings etc).

There is an annual appraisal of the fees and charges at Bruce Castle. Where increases are proposed, these are mostly kept at a 4% increase each year, with some at a 10% increase (according to type of service) as necessary. Fees for copying services within the Archive Service and fees for taught workshops for schools will remain unchanged at 0% increase to ensure that this does not serve as a barrier to accessing learning and remains inclusive.

Feedback is sought from users of all the services and impact is monitored on usage to ensure that any barriers to use of services is assessed.

The increase in charges proposed have been designed not to discriminate against any group.

**6. a) What changes if any do you plan to make to your proposal as a result of the**

**equality impact assessment?**

Further information on responding to identified impacts is contained within accompanying EqIA guidance (part 11)

Outcome	Y/N
<b>No major change:</b> the EIA demonstrates the policy is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.	Y
<b>Adjust the policy:</b> the EIA identifies potential problems or missed opportunities. Adjust the policy to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy.	N
<b>Continue the policy:</b> the EIA identifies the potential for adverse impact or missed opportunities to promote equality. Clearly <u>set out below</u> the <b>justifications for continuing</b> with it. For the most important relevant policies, <b>compelling reasons</b> will be needed.	N
<b>Stop and remove the policy:</b> the policy shows actual or potential unlawful discrimination. It must be stopped and removed or changed.	N

**6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty**

Impact	Action	Lead officer	Timescale
Increase of fees for weddings by 10% as a potential negative impact	<i>The wedding ceremony room hire is operated with Haringey Council Registrars’ Dept – it is a civil marriage ceremony and is open to all people (subject to interviews with Registrars about the legal eligibility of the couples intending to get married). All couples are welcome regardless of religion, race and ethnicity and sexual orientation.  This is regarded as minimum impact, and the fees charged are far lower than other comparative venues in the borough and outside the borough.</i>	<i>Deborah Hedgecocck</i>	<i>Ongoing monitoring of impact and annual review</i>

**6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:**

Feedback will be sought from users of the services and impact will be monitored on usage

to ensure that any barriers to use is assessed.

All other services and access remain free – charges are for specified services only.

The Service will continue to assess and monitor the effect of the propose increase of fees and charges to assess impact of the proposal and to inform on future reviews.

### 7. Authorisation

EIA approved by



Charlotte Pomery

(Assistant Director)

Date 24 January 2017.....

### 8. Publication

*Please ensure the completed EIA is published in accordance with the Council's policy.*