

## 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 2018/19
<b>Service area</b>	Bruce Castle Museum and Haringey Archive
<b>Officer completing assessment</b>	Deborah Hedgecock
<b>Equalities/ HR Advisor</b>	
<b>Cabinet meeting date (if applicable)</b>	
<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.

This year's proposed increases only apply to room hire. All other services identified in the fees and charges report are not facing an increase.

All services and access to other information in the museum remains 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 2.6 to 6.8% 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	<i>EQiA Profile on Haringey – for the council and for the borough</i>	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)*

The museum will monitor feedback from service users of charged-for services to identify any potential impact on the numbers taking up the service. This feedback will inform any future review of fees and charges at the museum.

**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 EqIA guidance (part 10)

### 1. **Sex** - Minimal impact.

The fees and charges increases are assessed as having a minimal impact on this protected group. The increases are kept to a 2.6 – 6.8% range, which is identified as posing a low impact on the group. The increases have been identified as necessary to bring the current fee more in line with typical charges in similar venues. Access to all services is otherwise free.

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

### 3. **Age** - Minimal impact.

The fees and charges increases are assessed as having a minimal impact on this protected group. The increases are kept to a 2.6 – 6.8% range, which is identified as posing a low impact on the group.

The Service is not proposing to increase fees for school workshops. Moreover, Haringey schools receive a discounted rate for this service. Children's party fees are being increased by 3%, which is within the rate of inflation.

Access to all services is otherwise free.

### 4. **Disability** - Minimal impact.

The fees and charges increases are assessed as having a minimal impact on this protected group. The increases are kept to a 2.6 – 6.8% range, which is identified as posing a low impact on the group. The increases have been identified as necessary to bring the current fee more in line with typical charges in similar venues. Access to all services is otherwise free.

### 5. **Race and ethnicity** - Minimal impact.

The fees and charges increases are assessed as having a minimal impact on this protected group. The increases are kept to a 2.6 – 6.8% range, which is identified as posing a low impact on the group. The increases have been identified as necessary to bring the current fee more in line with typical charges in similar venues. Access to all services is otherwise free.

### 6. **Sexual orientation** - Minimal impact.

The fees and charges increases are assessed as having a minimal impact on this protected group. The increases are kept to a 2.6 – 6.8% range, which is identified as posing a low impact on the group. The increases have been identified as necessary to bring the current fee more in line with typical charges in similar venues. Access to all services is otherwise free.

The proposed increase to wedding room hire fee is 3.9%. The venue is assessed as an affordable wedding location compared to other venues and all weddings are non-religious and open to all.

#### **7. Religion or belief (or no belief) - Minimal impact.**

The fees and charges increases are assessed as having a minimal impact on this protected group. The increases are kept to a 2.6 – 6.8% range, which is identified as posing a low impact on the group. The increases have been identified as necessary to bring the current fee more in line with typical charges in similar venues. Access to all services is otherwise free.

The proposed increase to wedding room hire fee is 3.9%. The venue is assessed as an affordable wedding location 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.**

The fees and charges increases are assessed as having a minimal impact on this protected group. The increases are kept to a 2.6 – 6.8% range, which is identified as posing a low impact on the group. The increases have been identified as necessary to bring the current fee more in line with typical charges in similar venues. Access to all services is otherwise free.

The proposed increase to wedding room hire fee is 3.9%. The venue is assessed as an affordable wedding location compared to other venues and all weddings are non-religious and open to all.

#### **10. Groups that cross two or more equality strands e.g. young black women - No groups identified.**

### **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?

There is an annual appraisal of the fees and charges at Bruce Castle. Where increases are proposed, these are kept at a 2.6 to 6.8% increase (according to type of service) as necessary.

The 2018/19 fees and charges increases solely relate to room hire. All other fees identified in this report remain the same price.

There are existing community rates for room hire, which support community groups that encompass many of the protected groups identified in this report. The community rates are a reduced rate (£68 for a half-day) compared to £110 for corporate use. Moreover, the proposed fee percentage increases for community room hire are less than those increases for corporate hire, which reflects the need to respond appropriately to community groups who use the service.

The vast majority of services and information at the museum remains free.


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

#### 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

<b>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</b>			
<b>Impact</b>	<b>Action</b>	<b>Lead officer</b>	<b>Timescale</b>
N/A			
<b>6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:</b>			
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.			
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.			

<b>7. Authorisation</b>	
EIA approved by  Charlotte Pomery (Assistant Director)	Date 31 January 2018

<b>8. Publication</b> <i>Please ensure the completed EIA is published in accordance with the Council's policy.</i>