

NOTICE OF MEETING

Meeting	Culture and Communities Select Committee
Date and Time	Thursday, 26th April, 2018 at 10.00 am
Place	Wellington Room, Ell Court, The Castle, Winchester
Enquiries to	members.services@hants.gov.uk

John Coughlan CBE
Chief Executive
The Castle, Winchester SO23 8UJ

FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Filming Protocol available on the County Council's website.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

All Members who believe they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore all Members with a Non-Pecuniary interest in a matter being considered at the meeting should consider whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, consider whether it is appropriate to leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with the Code.

3. MINUTES OF PREVIOUS MEETING (Pages 3 - 8)

To confirm the minutes of the previous meeting held on 18 January 2018.

4. DEPUTATIONS

To receive any deputations notified under Standing Order 12.

5. CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements the Chairman may wish to make.

6. TRANSFORMATION TO 2019: HAMPSHIRE COUNTY COUNCIL'S ARCHIVES AND RECORDS SERVICE (Pages 9 - 16)

To consider a report and presentation of the Director of Culture, Communities and Business Services with an update from the Archives and Records Service.

7. HAMPSHIRE CULTURAL TRUST UPDATE

To receive a presentation from the Chief Executive Officer of the Hampshire Cultural Trust.

8. BEATING INACTIVITY: A STRATEGY FOR PHYSICAL ACTIVITY 2017-2021

To receive a presentation from the Chief Executive of Energise Me.

9. WORK PROGRAMME (Pages 17 - 22)

To consider the Committee's forthcoming Work Programme.

ABOUT THIS AGENDA:

On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.

ABOUT THIS MEETING:

The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact members.services@hants.gov.uk for assistance.

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

Agenda Item 3

AT A MEETING of the Culture and Communities Select Committee of
HAMPSHIRE COUNTY COUNCIL held at The Castle, Winchester on Thursday,
18th January, 2018

Chairman:

p. Councillor Anna McNair Scott

p. Councillor Christopher Carter	p. Councillor Rod Cooper
p. Councillor John Bennison	p. Councillor Pal Hayre
p. Councillor Fred Birkett	p. Councillor Dominic Hiscock
p. Councillor Jackie Branson	p. Councillor Rob Mocatta
p. Councillor Ann Briggs	p. Councillor Michael White
p. Councillor Zilliah Brooks	
p. Councillor Peter Chegwyn	
p. Councillor Daniel Clarke	

In attendance at the invitation of the Chairman:

p. Councillor Andrew Gibson – Executive Member for Culture, Recreation and
Countryside
p. Councillor Jonathan Glen –Policy and Resources Select Committee Chairman

30. **APOLOGIES FOR ABSENCE**

There were no apologies.

31. **DECLARATIONS OF INTEREST**

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

32. **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 13 November 2017 were agreed as a correct record and signed by the Chairman.

33. **DEPUTATIONS**

There were no deputations.

34. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman was pleased to announce that a new assault course was due to open the following weekend at Queen Elizabeth Country Park. Members heard that this had been partly funded by the Armed Forces Covenant and also that a new dog activity course, play area and community space had been introduced at the Park.

The Committee heard that grant awards as part of the Hampshire Talented Athlete Scheme had been proposed to support almost 200 athletes across the county. The Chairman praised the previous successes of the scheme and noted that it had supported the development of five gold medal winners at the 2016 Rio Olympic and Paralympic Games.

At this point the Chairman requested that the Assistant Director – Culture and Heritage address the Committee regarding recent emails related to the Hampshire Cultural Trust which had been received by Members. The Committee were reassured that the Trust's governance arrangements were clear and effective and were informed that an email to all County Councillors had been distributed with some further contextual information.

35. **2018/19 REVENUE BUDGET REPORT FOR CULTURE, RECREATION AND COUNTRYSIDE**

The Committee received a report and presentation from the Directors of Culture, Communities and Business Services and Corporate Resources – Corporate Services (Item 6 in the Minute Book) regarding the 2018/19 Culture, Recreation and Countryside revenue budget.

The overall financial position for the County Council was outlined and Members were updated on progress with the Council's Transformation to 2019 programme. It was reported that the budget proposals had been made in accordance with the County Council's Medium Term Financial Strategy (MTFS) which had been approved by the Council at its meeting on 2 November 2017.

Key challenges for the department were highlighted including the focus upon generating income from the wide range of departmental services and major transformation programmes which were underway.

The Appendix provided a summary of proposed budgets for service activities for 2018/19.

In response to Members' questions it was confirmed that:

- The increase in the pay bill, resultant from the governments' proposed pay award is likely to be 6% for Hampshire County Council over the next two years. In addition whilst the governments' proposal incorporated a core increase of 2% per year the changes to the lower pay scales, to reflect the impact of the National Living Wage, significantly exceeds 2%.
- Officers with commercial acumen skills were employed throughout the department, and particularly within Business Units, to enable services to maximise potential opportunities for generation of external income.

- The Library Service was tracking the number of e-downloads and was looking to implement more advanced techniques to enable more detailed data to be tracked and analysed.

The Chairman proposed that a vote be taken on the proposals contained within the report. Eleven members voted in favour of supporting the recommendations to the Executive Member for Culture, Recreation and Countryside. Three members abstained from the vote.

RESOLVED:

That the Culture and Communities Select Committee recommends to the Executive Member for Culture, Recreation and Countryside that he:

- Approves the arrangements for the future grant to Hampshire Cultural Trust as set out in paragraph 9.1.

Approves for submission to the Leader and the Cabinet:

- The revised revenue budget for 2017/18 as set out in the Appendix.
- The summary revenue budget for 2018/19 as set out in the Appendix.
- The annual capital allocation for Community Building Grants of £125,000.

36. **GRANT FUNDING FOR CULTURAL AND COMMUNITY ORGANISATIONS IN HAMPSHIRE 2018/19**

The Committee received the report of the Director of Culture, Communities and Business Services (Item 7 in the Minute Book) outlining grant applications from cultural and community organisations.

Members discussed the level of grant award for 2018/19 for the Hampshire Playing Fields Association (HPFA) and also the arrangements for future grant funding reductions. Some members felt, given the significant level of reserves held by the organisation in relation to the grant funding criteria, that the grant amount should be reduced by 50% from the previous year. Following further debate, it was agreed that the Committee would recommend that a reduction of a minimum of 20% from the previous year should be recommended and that this be conditional to the Executive Member for Culture, Recreation and Countryside meeting to discuss any future arrangements with the HPFA Chairman.

RESOLVED:

That the Culture and Communities Select Committee recommends to the Executive Member for Culture, Recreation and Countryside that he:

- Approves grants from the Culture and Recreation Investment Fund to the Live Theatre Winchester and to the Phoenix Arts and Theatre Centre as outlined in Appendix 2.

- ii) Approves a grant from the Culture and Recreation Investment Fund to the Hampshire Playing Fields Association (HPFA) at a minimum of 20% reduction from the amount awarded in 2017/18. That this grant award be conditional to a discussion between the Executive Member and the HPFA Chairman regarding the operating model and future funding arrangements.
- iii) Agrees that £150,000 of the Culture and Recreation Investment Fund be ring-fenced for 2018/19 Culture and Community Activity Grants.
- iv) Agrees that, pursuant to the approval of recommendation iii, the remaining funds within the Culture and Recreation Investment Fund be transferred to the Community Buildings Capital Fund scheme.

37. **COUNTRY PARKS TRANSFORMATION PROGRAMME UPDATE**

The Committee received the report and presentation from the Director of Culture, Communities and Business Services (Item 8 in the Minute Book) with an update on the Country Parks Transformation Programme.

Members praised the positive work that had been undertaken so far and were pleased to hear of the success and achievement that had already been attained.

In response to Members questions it was confirmed that:

- School groups visiting the facilities who were led by Park rangers were charged for their sessions.
- The strategic direction for any future improvements at Titchfield Haven was under consideration.
- The Countryside team were working with Marketing to develop and maintain the marketing approach and ensure that social media was used to best effect.

RESOLVED:

That the Culture and Communities Select Committee:

- i) Acknowledges the achievement of the Programme in securing £7m in external funding, £2.8m above the original £4.2m target, to invest in the Country Parks Transformation.
- i) Supports the continued delivery of the transformation projects at each country park and car parking improvements as part of the Country Park Transformation Programme.

38. **WORK PROGRAMME**

The Committee received the report of the Director of Transformation and Governance – Corporate Services (Item 9 in the Minute Book) which set out the Committee's upcoming work programme.

It was agreed that the following updates would be requested and the Work Programme amended accordingly:

- The 12 February 2018 meeting be cancelled and the date used to arrange a visit and tour of the Hampshire Records Office in Winchester.
- An update from the Hampshire Cultural Trust be added for the 26 April 2018 meeting.
- A joint presentation from Energise Me and Public Health regarding a new strategy for Physical Activity and Sport be added for the 26 April 2018 meeting.

RESOLVED:

That the Committee notes the content of the Work Programme including the updates as outlined above.

This page is intentionally left blank

HAMPSHIRE COUNTY COUNCIL

Report

Committee/Panel:	Culture and Communities Select Committee
Date:	26 April 2018
Title:	Transformation to 2019: Hampshire County Council's Archives and Records Service
Report From:	Director of Culture, Communities and Business Services

Contact name: Caroline Edwards, Head of Archives and Records

Tel: 01962 846155

Email: caroline.edwards@hants.gov.uk

1. Recommendations

- 1.1 It is recommended that the Culture and Communities Select Committee note the content of this report and support the strategy to meet the Transformation to 2019 financial targets for the County Council's Archives and Records Service.

2. Conclusion

- 2.1 Hampshire County Council's Archives and Records Service has robust plans in place to deliver Transformation to 2019 (T19), through reducing costs and increasing income. Savings are planned to derive largely from further staffing reductions in addition to those already made to deliver previous budget cuts. Additional income is planned from increased charges to reflect actual costs and from extended and new income streams.
- 2.2 During 2017/18 approximately 23% of the overall T19 target of £154,000 was successfully delivered. In 2018/19 it is planned to deliver a further 34% of the overall target, with the remaining 43% to be achieved within 2019/20. Plans are also in place to exceed this target. While the identified savings are secure there is a heavy reliance on customer demand in order to achieve the income target, although the risk is spread due to the diversification of income streams. A contingency plan will be based on further staffing reductions and/or increased grant funding.

3. Summary

- 3.1 This paper informs the Culture and Communities Select Committee about the measures being pursued to sustain the Archives and Records Service in the context of T19 and beyond. It follows a visit to Hampshire Record Office on 12 February 2018 by members of the Select Committee.

4. Contextual information

- 4.1 Hampshire County Council's Archives and Records service incorporates two distinct but related functions: the archives and local studies service, which collects, preserves and makes publicly accessible the county's archives and local studies collections, and the corporate Records Management Service, which ensures the Council's vital information asset is effectively managed. The service is invaluable for both its unique role in the county's cultural life and its critical role in supporting accountability and evidence-based decision-making.
- 4.2 From parchment to digital data, over 10,000 collections span 1,000 years of history and local studies, including the County Council's own corporate memory starting in 1889. In 2006 the entire archive holdings received 'Designated' status, signifying them as outstanding and a world class collection, and in 2011 the celebrated Winchester Pipe Rolls were awarded a place on the UNESCO UK Memory of the World Register. The service also manages a regional film and sound archive (Wessex Film and Sound Archive) containing 38,000 recordings dating back to the 1890s.
- 4.3 Hampshire Record Office has just welcomed the news of its award of Archive Service Accreditation, the UK standard for archive services. The application was commended, the service was recognised as excellent, and the effective way the service had been able to respond to recent challenges was noted.

5. Finance

- 5.1 The service operates through a cash-limited budget. There is limited scope for generating income, so the strategy to meet the budget reductions of the last eight years has entailed significant savings in expenditure, largely through staffing reductions, and increased income, building on a long-established position of meeting a proportion of costs through charged-for services. This two-pronged strategy – reducing costs and increasing income – continues to form the basis of the service's T19 plans to meet the further budget reduction of £154,000 and to sustain the service going forward.

6. Staffing

- 6.1 Over the ten year period to 2019/20 staffing will have reduced by approximately 44%. This has already had a significant impact on the delivery of services, including the loss of the longstanding Archive Education Officer role and reductions in the archive conservation and customer services teams.
- 6.2 It has been possible to continue to deliver some – though a limited – degree of archive education work, such as introductory sessions for university students, and work with schools via the externally-funded Film Archive Officer post. A decline in the number of on-site customers – part of

a national trend, reflecting increased digital access – combined with new approaches to managing customers, reduced opening hours, and team restructuring to adapt more flexibly to demand, has enabled a highly valued customer service to be sustained, despite a significantly reduced team.

- 6.3 The planned further staffing reductions will, however, entail the cessation of the archive conservation service. Future such work will need to be funded externally. A grant to conserve medieval documents in the Winchester Cathedral archives was secured in 2011/12 and a further grant application in 2018/19 is being considered. Apprenticeships are also being explored.
- 6.4 The savings will also result in the cessation of the community archives and outreach post that has a successful track record in widening audiences for Hampshire's archives and building links across the county community. Measures are being developed to help mitigate the impact of this loss, such as the continued delivery of the popular Archive Ambassador scheme by the wider staff team, and increased volunteer support. The grant-funded Film Archive Officer will also continue to focus on audience engagement, including such innovative projects as a 'cinema in a tent', to screen local archive film across Hampshire communities, and support for reminiscence work through the County Council's Adults' Health and Care department.

7. Income

- 7.1 Income has significantly increased over recent years, largely due to the provision of copy certificates from civil registers. The development of other income streams and increased targets for existing ones is also contributing towards the delivery of T19.
- 7.2 In response to the pressing need to cover costs, the service has become increasingly entrepreneurial in recent years and now offers a range of services and continues to explore the potential to expand the offer, consistent with the resources available to supply demand.

8. Increased charges

- 8.1 During 2015/16 a full cost analysis led to some significant increases across the range of charged-for services, effective from July 2018, to reflect the actual costs of delivering those services. Similarly, in 2018/19 charges for the provision of civil register certificates – the largest income stream – will also increase.

9 Maximising assets: facilities

- 9.1 A key asset is the Hampshire Record Office building. The decline in on-site visitor numbers and the reductions in staffing create the opportunity to review the use of the building and to consider the scope for extending the use of facilities to accommodate wider needs which would help to defray or share running costs. Opportunities for sharing facilities could also have significant wider benefits in terms of collaborations and partnerships.

- 9.2 Since 2011/12 the Record Office cinema and more recently, the education room have been available for external hire. Momentum has gathered, largely via word of mouth. The facilities attract a range of organisations and a steady stream of repeat bookings. As well as income this raises the profile of the Record Office and introduces the service to non-users.
- 9.3 The service is in discussion with the University of Winchester regarding interest in the Record Office facilities. This has potential to build on the existing long-term relationship between the University and the Record Office and to create a springboard for a more extensive and exciting collaboration based on the natural synergies of archives and the academic world. Such collaborations are increasingly seen across the country, with innovative projects such as the building of a new record office for Suffolk on the University of Suffolk campus, and The Keep – a combined local authority and university archives service in East Sussex.

10 Maximising assets: staff expertise

- 10.1 Staff expertise and knowledge also forms a key asset. Archives and records management consultancy is supplied to a number of organisations on a service agreement basis, including the Chapter of Winchester Cathedral. Opportunities are being explored to increase take-up, for one-off projects or on a more sustained basis. This includes piloting a new initiative this year, for archives consultancy to military museums across the country.
- 10.2 The longstanding paid research service, which is particularly attractive to customers at a distance, is under review with a view to being extended. Staff knowledge is also shared through a skills development programme to help customers explore topics through the archival evidence, such as the history of houses, maps, or reading documents. The popular Archive Ambassador scheme responds to the need for training on caring for collections by community groups, museums and individuals, while training for parish officers provides practical support on looking after parish records. Extending this training, e.g. for parish councils, is being considered.
- 10.3 Group talks and visits have long formed a mainstay of the service's outreach, but a new initiative is behind-the-scenes tours open to individuals. Over-subscription of the first two tours suggests this will be popular. Special events showcasing archives, including film, on specific topics, often linked to anniversaries, generate income while also stimulating interest in the archives and extending audiences. The typical format is a talk by a guest speaker (usually at no charge to the service), or film screening, an exhibition of documents, and refreshments. In 2018 to mark the bicentenary of Jane Austen's death a sell-out event featured a talk, an extensive display of documents such as Austen's sister-in-law's diary recording her final moments, and live music from her music manuscripts.

11. Reprographics, copying and publication services

- 11.1 The collections held by the Record Office provide some scope for generating income, largely in relation to reprographics. Copying services are available to both remote and on-site customers and the latter are also able to digitally photograph unlimited numbers of documents on payment for a permit, which provides a useful way to create a resource for study off site at leisure. Where publication is requested, including filming for television programmes, facility fees are charged.
- 11.2 Plans are in place to strengthen the marketing of the digitisation service for material held externally, which has attracted a range of customers, such as the Austin Seven Clubs Association.
- 11.3 There continues to be worldwide demand for access to family history sources. The service is in the process of pursuing online access to popular archive sources by contracting with a commercial firm.
- 11.4 In 2011/12 the civil registers of birth, marriage, civil partnership and death were centralised from area offices and relocated in archive storage at Hampshire Record Office. From 2014/15 Archives and Records has been responsible for providing customers with copy certificates, on behalf of the Registration Service. This has created the largest income stream and made a very significant difference to sustaining the overall service.

12. Shop sales

- 12.1 A range of items can be purchased on site or via the County Council's online shop. The latter is also increasingly a route for customer payments for a range of services such as events bookings and copy documents. A growth area is the sale of digitised documents on CD – in part a spin-off from digitisation to increase access and protect the originals. Provision of digital surrogates also increases customer self-service. Funding for digitisation has derived from a number of external sources, such as grant funding, and local groups (in respect of their area tithe maps). Further external funding opportunities for digitisation of sources will be explored.

13. Stakeholder contributions

- 13.1 A programme is being developed to generate contributions from customers and depositors of archive collections. The initial steps have been to seek voluntary contributions from a number of depositors through direct targeting, and to encourage donations by customers.
- 13.2 Additional donations boxes have been sited at the Record Office and links to an online donations facility have been added to the website and to email sign-offs and promoted via the service's e-newsletter. Staff are gaining confidence in drawing customers' attention to the donations facility.

13.3 An appropriate charging policy in regard to deposits is being considered in order to meet costs and to sustain the service. This would be subject to appropriate communication with stakeholders.

14. Partnerships and grants

14.1 Partnerships remain important in sustaining the service. A key partner is Hampshire Archives Trust, the support organisation for Hampshire's unique archive heritage. The Trust's current review and reshaping of its operations will strengthen its role in supporting Hampshire's archives, including those in the care of Hampshire Record Office. It is planned to seek grant-funding from the Trust to support the service in delivering T19. Additionally, the proposed transfer of the Trust's role in the governance of Wessex Film and Sound Archive to the Record Office would result in new income streams for the latter.

14.2 The service will continue to work closely with Hampshire Cultural Trust in delivering engaging cultural experiences for the people of Hampshire and beyond, such as the major Jane Austen exhibition in 2017.

14.3 Archives and Records had a lead role in developing Archives First, a collaborative network of 11 local authority archive services, from Gloucestershire to East Sussex, enabling a consortium approach to tackling strategic issues. Funding from The National Archives is supporting important work to meet the challenge of digital preservation.

14.4 Other grants will continue to be sought to support the strategic objectives of the service. Currently the British Film Institute's Regional Film Archives Investment Fund is funding the Film Archive Officer role mentioned above, and a further application has recently been submitted. The BFI is also radically widening audiences for local archive film footage through its Unlocking Film Heritage project.

15. Marketing

15.1 Marketing is increasingly important, not just for promoting the service but also for generating income from services, events, sales and donations. In addition to other outlets, the service uses a range of social media, including a regular e-newsletter and blog, to reach out to audiences. Plans are being developed for a targeted marketing campaign for sold services.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

IMPACT ASSESSMENTS:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

Equalities Impact Assessment:

Hampshire Record Office Archives and Local Studies T2019 Proposals (T19)

Copy Certificates: review of fees and charges, and service standards, 2018/19

2. Impact on Crime and Disorder:

There is no impact on crime and disorder.

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption? No impact.
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? No impact.

HAMPSHIRE COUNTY COUNCIL

Report

Committee:	Culture and Communities Select Committee
Date of meeting:	26 April 2018
Report Title:	Work Programme
Report From:	Director of Transformation & Governance – Corporate Services

Contact name: Emma Clarke, Democratic & Member Services

Tel: 01962 847356

Email: emma.clarke@hants.gov.uk

1. Recommendation

- 1.1. It is recommended that the Committee consider the forthcoming work programme, suggest any items for inclusion and agree amendments accordingly.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENT

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

Equalities Impact Assessment:

1.2. This report provides an update on the committee's work programme.

2. Impact on Crime and Disorder:

2.1. This work programme update report has no impact upon crime and disorder.

3. Climate Change:

3.1. This work programme update report has no impact upon climate change.

WORK PROGRAMME – CULTURE AND COMMUNITIES SELECT COMMITTEE

Topic	Issue	Reason for inclusion	26 April 2018	5 July 2018	3 Sept 2018	8 Nov 2018	14 Jan 2019	25 Feb 2019
Pre-scrutiny items								
Overview items	Records Office and Archiving	To receive an update from the Archives and Records Service.	X					
	Update on Hampshire Cultural Trust	To receive a regular update on the progress of the Cultural Trust. <i>Last update – September 2017.</i>	X					
	Transforming the County Council’s Country Parks	To receive a regular item to update the Select Committee on progress. <i>Last update – January 2018.</i>						
	Energise Me	To receive a regular update from Energise Me. <i>Last update – September 2017.</i>	X					
	Library Service Strategy to 2020 Update	To receive an update presentation on the Library Service Strategy. <i>Last update – September 2017.</i>						

WORK PROGRAMME – CULTURE AND COMMUNITIES SELECT COMMITTEE

Topic	Issue	Reason for inclusion	26 April 2018	5 July 2018	3 Sept 2018	8 Nov 2018	14 Jan 2019	25 Feb 2019
Overview items	Future Management of the Countryside Estate	To receive an update. <i>Last update – November 2017.</i>						
	Future direction for Basingstoke Canal	To receive an update. <i>Last update – November 2017.</i>						

This page is intentionally left blank