



## NOTICE OF MEETING

<b>Meeting</b>	Culture and Communities Select Committee
<b>Date and Time</b>	Monday, 20th September, 2021 at 10.00 am
<b>Place</b>	Wellington Room, EII Court, Winchester
<b>Enquiries to</b>	members.services@hants.gov.uk

Carolyn Williamson FCPFA  
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 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 Personal Interest in a matter being considered at the meeting should consider, having regard to Part 5, Paragraph 4 of the Code, whether such interest should be declared, and having regard to Part 5, Paragraph 5 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

### 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. SAVINGS PROGRAMME TO 2023 - REVENUE SAVINGS PROPOSALS** (Pages 9 - 188)

For the Select Committee to scrutinise revenue savings proposals that have been developed as part of the Savings Programme to 2023.

**7. UPDATE ON OUR DEVELOPING CULTURAL STRATEGY** (Pages 189 - 196)

For the Select Committee to receive an update on the cultural strategy in Hampshire

**8. UPDATE ON HAMPSHIRE CULTURAL TRUST** (Pages 197 - 230)

For the Select Committee to receive an update from the Hampshire Cultural Trust

**9. ARTS COUNCIL ENGLAND OVERALL DELIVERY PLAN**

For the Select Committee to receive a verbal update from the Arts Council England

**10. WORK PROGRAMME** (Pages 231 - 236)

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](mailto: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 as a remote meeting on Thursday, 18th  
March, 2021

Chairman:

\* Councillor Anna McNair Scott

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

\*Present

Also present at the invitation of the Chairman:

Councillor Edward Heron – Executive Member for Recreation, Heritage,  
Countryside and Rural Affairs

## 118. **APOLOGIES FOR ABSENCE**

No apologies were received.

## 119. **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 Personal Interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 5 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.

## 120. **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 12 January 2021 were agreed as a correct record.

## 121. **DEPUTATIONS**

There were no deputations.

## 122. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman was pleased to announce that Hampshire Outdoor Centres were working with the Government kickstart scheme encouraging young people into employment within the sector. The service had been granted funding to offer a variety of placements. The Chairman also noted that educational visits, subject to Government confirmation, would hopefully resume on 29 March with residential visits from 17 May with Covid secure measures in place.

The Committee heard that Hampshire Libraries had promoted a Winter Reading Challenge through January and February and that this had proven very successful with over 2000 children participating during lockdown. Furthermore, the Chairman announced that regional Census Support Centres were available within Hampshire Libraries to support individuals to complete the 2021 Census.

The Chairman was delighted to inform Members that the County Council had won a UK Civic Trust Award for the design of the Lookout at Lepe Country Park. Members passed their congratulations to all involved.

## 123. **SUMMARY OF COVID IMPACTS AND RECOVERY POSITION**

The Committee considered the report of the Director of Culture, Communities and Business Services providing a summary of the impacts of Covid-19 on cultural and community services over the past year during the course of the pandemic, and the current position in terms of re-opening and recovery.

In response to Members' questions, it was confirmed that:

- Trading Standards had continued to operate throughout the pandemic with some work carried out remotely and online whilst site visits had been undertaken in person where necessary.
- As Libraries re-opened in line with Government guidance over the coming weeks, the agreed new opening times would be fully implemented from 21 June onwards, with opening hours from April 12 onwards at around 75% of this target. This was due to the resource intensive, Covid related tasks that were required to be completed.
- Cafes and restaurants at Country Parks were planned to open in line with the Government guidance and roadmap.
- Staff surveys had been conducted across the County Council throughout the pandemic to monitor staff wellbeing. The Director agreed to enquire with the survey teams as to whether any data had been collected via staff age profile and experiences based upon age group.

Members were grateful for the comprehensive summary report and requested a further update in six months' time. Members also agreed to an additional recommendation as set out at ii below.



RESOLVED:

That the Culture and Communities Select Committee:

- i. notes the contents of the report which provides a summary of the exceptional events and responses by services to the Covid-19 crisis, and the ongoing challenges and opportunities.
- ii. expresses their admiration and gratitude for the work conducted throughout the pandemic and requests that the Director pass this on to all officers.

**124. COUNTY FARMS POLICY**

The Committee considered the report of the Director of Culture, Communities and Business Services providing a summary of the County Farms policy review process and conclusions and recommending the new Policy for approval.

In response to Members' questions, it was noted that:

- Start-up farm tenancies were offered on a seven year basis with a discretionary three year extension. The aspiration was that tenants were successful in remaining for the full ten years having had sufficient opportunity to establish their business.
- New entrant opportunities were subject to an open recruitment process and that the criteria required tenants to demonstrate suitable experience within the industry.
- The Department for Environment, Food and Rural Affairs was setting up a New Entrant Support Scheme and the County Council was participating in discussions on the scheme and will seek to align its tenant selection criteria to the new scheme if appropriate.

RESOLVED:

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

- i. Approves the new County Farms Policy set out at Appendix 1.
- ii. Notes that the future leadership of the County Farms Service will be provided by the Interim Assistant Director for Recreation and Natural Environment in CCBS.
- iii. Notes the intention to bring forward an annual performance report for the County Farms Service commencing in 2022.

**125. RIGHTS OF WAY AND COUNTRYSIDE PATHS (COVID)**

The Committee considered the report of the Director of Culture, Communities and Business Services providing an update on the use and condition of public rights of way and paths across the countryside estate over the past year, during the Covid 19 pandemic and outlining a proposal for funding remedial works to

identified priority rights of way and paths to improve their condition and enable their continued use.

In response to Members' questions, it was confirmed that:

- A downloadable signage toolkit would be accessible online shortly allowing all sites to be able to print and display signage as required.
- Grass cutting contracts were intended to be let this year.
- In the case of a right of way running through private land, the responsibility for the drainage of the path and any issues arising was largely ascertained on a case by case basis depending on the site in question.
- Volunteers were very highly valued and were keen to return when possible, to assist the Countryside Service in accordance with Government Covid guidance.

RESOLVED:

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

- i. Notes the impact of increased use and weather conditions on the rights of way network and paths at country parks and countryside sites across Hampshire.
- ii. Approves the establishment of a £500,000 Path Recovery programme to carry out remedial works to improve the condition of the worst affected rights of way and countryside paths in 2021/22 to be funded from the CCBS accumulated Cost of Change reserve.

## 126. **WINCHESTER DISCOVERY CENTRE – FUTURE STRATEGY**

The Committee considered the report of the Director of Culture, Communities and Business Services outlining proposals for a new partnership model between Hampshire Library Service and Hampshire Cultural Trust (HCT) at Winchester Discovery Centre (WDC).

In response to Members' questions, it was confirmed that:

- A detailed business case was being prepared and that the numbers of staff affected was not yet confirmed. It was anticipated that staff changes would involve a reduction in management, the transfer of café staff to HC3S and the core Library teams being able to focus upon specific library tasks.
- Part of the principle of the partnership would be to revitalise the performance programme at WDC, opening in the evenings with increased access to performance events. HCT were hoping to reflect the growth in the performance programme that had been experienced in other arts centres since they had joined the Trust.

RESOLVED:

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

- i. Approves plans to proceed with the proposed partnership model, subject to agreement being reached by both parties on final details of the arrangement.
- ii. Approves the commercial principles as set out in paragraph 48 and delegates authority to the Director of CCBS in consultation with the Deputy Chief Executive & Director of Corporate Resources and the Head of Legal Services to conclude the detailed financial agreement in line with the commercial principles.
- iii. Notes the HR implications as set out in paragraphs 57 to 62.
- iv. Authorises any other steps be taken that are reasonably necessary in order to implement the above recommendations.

That the Culture and Communities Select Committee notes that the following proposals are due to be considered at a future Executive Member for Commercial Strategy, Human Resources and Performance Decision Day:

- v. The detailed property arrangements by which the operational responsibility for WDC is transferred to HCT (including the nature and duration of tenure).
- vi. The detailed programme of property refurbishment and improvement outlined in paragraphs 63 to 67.
- vii. Proposals to transfer employment of some Hampshire County Council Catering Service ('HC3S') staff to HCT.

**127. WORK PROGRAMME**

The Committee received the report of the Director of Transformation and Governance which set out the Committee's upcoming work programme.

The following items were agreed to be added into the Work Programme:

- Regular Library Service overview/update – 20 September 2021
- Regular Hampshire Cultural Trust overview/update – 20 September 2021
- Further Covid update on cultural and community services – 29 November 2021

RESOLVED:

That the Work Programme be agreed subject to the additions set out above.

This page is intentionally left blank

## HAMPSHIRE COUNTY COUNCIL

### Report

<b>Committee:</b>	Culture and Communities Select Committee
<b>Date:</b>	20 September 2021
<b>Title:</b>	Savings Programme to 2023 – Revenue Savings Proposals
<b>Report From:</b>	Director of Culture, Communities and Business Services and Director of Corporate Operations

**Contact name:** Director of Culture, Communities and Business Services  
Director of Corporate Operations

**Tel:** 01964 847876      **Email:** [felicity.roe@hants.gov.uk](mailto:felicity.roe@hants.gov.uk)  
01962 847400      [rob.carr@hants.gov.uk](mailto:rob.carr@hants.gov.uk)

### Purpose of this Report

1. The purpose of this report is to outline the detailed savings proposals for Recreation, Heritage and Rural Affairs services within the Culture, Communities and Business Services (CCBS) Department that have been developed as part of the Savings Programme to 2023 (SP2023) Programme.
2. The report also provides details of the Equality Impact Assessments (EIAs) that have been produced in respect of these proposals and highlights where applicable, any key issues arising from the public consultation exercise that was carried out over the summer and how these have impacted on the final proposals presented in this report.
3. The Executive Member for Recreation, Heritage and Rural Affairs is requested to approve the detailed savings proposals for submission to Cabinet in October and then full County Council in November, recognising that there will be further public consultation for some proposals.

### Recommendation

That the Culture and Communities Select Committee consider the detailed savings proposals and:

Either:

4. Support the recommendations being proposed to the Executive Member for Recreation, Heritage and Rural Affairs in section 2 of the report.

Or:

5. Agree any alternative recommendations equivalent in value to the required Savings Programme 2023 total, to the Executive Member for Recreation, Heritage and Rural Affairs in regards to the budget proposals set out in the report.
6. Agree any feedback or comments relating to the Select Committee's recommendations for consideration by the Executive Member when making their decision.

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Recreation, Heritage and Rural Affairs
<b>Date:</b>	20 September 2021
<b>Title:</b>	Savings Programme to 2023 – Revenue Savings Proposals
<b>Report From:</b>	Director of Culture, Communities and Business Services and Director of Corporate Operations

**Contact name:** Felicity Roe

**Tel:** 01964 847876

**Email:** felicity.roe@hants.gov.uk

#### Purpose of this Report

1. The purpose of this report is to outline the detailed savings proposals for Recreation, Heritage and Rural Affairs services within the Culture, Communities and Business Services (CCBS) Department that have been developed as part of the Savings Programme to 2023 (SP2023) Programme.

#### Recommendation

2. To approve the submission of the proposed savings options contained in this report and Appendix 1 to the Cabinet.

#### Executive Summary

3. This report outlines the detailed savings proposals for Recreation, Heritage and Rural Affairs that have been developed as part of the Savings to 2023 (SP2023) Programme. The report also provides details of the Equality Impact Assessments (EIAs) that have been produced in respect of these proposals and highlights where applicable, any key issues arising from the public consultation exercise that was carried out over the summer and how these have impacted on the final proposals presented in this report.
4. The Executive Member is requested to approve the detailed savings proposals for submission to Cabinet in October and then full County Council in November, recognising that there will be further public consultation for some proposals.

## Contextual Information

5. Members will be fully aware that the County Council has responded to reductions in public spending, designed to close the structural deficit within the economy, since the first reductions to government grants were applied in 2010/11 and then as part of subsequent Comprehensive Spending Reviews (CSRs).
6. Whilst in more recent years there have been no reductions in government grant to deal with, what small increases there have been have not been sufficient to cover inflationary increases, coupled with a continued (and growing) underfunding for social care demand pressures.
7. One of the key features of the County Council's well documented financial strategy and previous savings programmes has been the ability to plan well in advance, take decisions early and provide the time and capacity to properly implement savings so that a full year impact is derived in the financial year that they are needed albeit elements of more recent programmes have taken longer to deliver as they become more complex.
8. This strategy has enabled the County Council to cushion some of the most difficult implications of the financial changes which have affected the short-term financial viability of some Councils, with eight authorities having been granted exceptional financial support packages by Government in response to unmanageable pressures arising in 2020/21 and 2021/22. Furthermore, the County Council is accounting for the specific financial challenges arising as a result of the Coronavirus pandemic on a non-recurrent basis and expects to meet these challenges within the existing support package from Government, together with funding already set aside for this purpose. This is testament to the strength of the Council's underlying financial position owing to the success of its service transformation agenda and prudent financial management approach.
9. However, Covid-19 has impacted delivery of both the Transformation to 2019 (Tt2019) and Transformation to (Tt2021) programmes, with £45m of outstanding savings still to deliver. Whilst sufficient resources have been set aside to cover this delayed implementation, the need to commence the successor programme will require twin-tracked delivery of change programmes, presenting a significant challenge for services. SP2023 will seek to achieve an additional £80m of savings, bringing the total savings to be delivered over the next two years to £125m and cumulatively to £640m in total.
10. It is recognised that each successive transformation programme is becoming more difficult to deliver as the potential to achieve further permanent cost reductions through early intervention and demand management and



prevention approaches is reduced. Given the level of savings already achieved and the shortened timescales for delivery, the SP2023 programme will focus primarily on services that may be reduced or stopped rather than on driving further transformative change, although opportunities for transformation, efficiencies and income generation will of course continue to be pursued.

11. The ongoing impacts of the pandemic continue to present capacity challenges for operational teams and their ability to support transformation programmes has been limited as a result. However, with the acute impacts of the pandemic beginning to recede, existing change programmes in Adults and Children's social care will continue to be progressed alongside delivery of the SP2023 programme.
12. The announcement of a further single year Spending Review covering the period to March 2022 has placed the County Council in a very difficult position in terms of future financial planning. Given the lack of any certainty after this period, the County Council has had no choice but to assume that savings required to meet a two-year gap of at least £80m will be required by April 2023 as we cannot take the risk of delaying the programme until 2024. Furthermore, the financial constraints created by Covid-19 mean that there will be no funding available to cash flow a savings programme beyond April 2023.
13. The business-as-usual deficit in 2022/23, forecast to be £40.2m, has been provided for and will be drawn from the Budget Bridging Reserve in line with our normal strategy. However, given the current medium-term deficit due to Covid-19 pressures and the resulting financial response package, which uses up all available financial flexibility and still requires significant additional government funding, it is critical that SP2023 is delivered by 1 April 2023.
14. Departments have looked closely at potential opportunities to achieve the required savings and unsurprisingly the exercise has been extremely challenging because savings of £560m have already been driven out over the past eleven years, and the fact that the size of the target (a further 10% reduction in departmental cash limited budgets) requires a complete "re-look"; with previously discounted options potentially having to be re-considered. It has been a significant challenge for all departments to develop a set of proposals that, together, can enable their share of the SP2023 Programme target to be delivered.
15. The County Council undertook an open public consultation called *Serving Hampshire – Balancing the Budget* which ran for six weeks between 7 June and 18 July. The consultation was widely promoted to stakeholders and residents and asked for their views on ways the County Council could balance its budget in response to continuing pressures on local government funding, and still deliver core public services.

16. The consultation was clear that a range of options would be needed to deliver the required £80m of savings by 2023. Therefore, whilst each option offers a valid way of contributing in part to balancing the budget – plugging the estimated £80m gap in full will inevitably require a combination of approaches. For example, the Information Pack illustrated the amount of savings that would still be required even if council tax was increased by up to 10%. It explained that the £80m estimated budget shortfall took into account an assumed increase in ‘core’ council tax of 1.99% and an increase in the Adult Social Care Precept of 2% in both 2022/23 and 2023/24. The Pack also explained that if central government were to support changing local government arrangements in Hampshire, savings would still take several years to be realised. Residents were similarly made aware that the use of ‘spare’ reserves would only provide a temporary fix, providing enough money to run services for around 14 days.
17. As the consultation feedback confirms, a number of different approaches are likely to still be needed to meet the scale of the financial challenge. Consequently, the County Council will seek to:
- **continue with its financial strategy**, which includes:
    - **targeting resources** on the most vulnerable adults and children
    - **using reserves carefully** to help meet one-off demand pressures
  - **maximise income generation** opportunities;
  - **lobby central government** for legislative change to enable charging for some services;
  - **minimise reductions and changes to local services** wherever possible, including by raising council tax by 3.99%;
  - consider further the opportunities for **changing local government arrangements** in Hampshire;
  - consider further the opportunities around **devolution of financial powers** in response to the Government’s County Deal and levelling up agenda.
18. Executive Lead Members and Chief Officers have been provided with the key findings from the consultation to help in their consideration of the final savings proposals for this report. Responses to the consultation will similarly help to inform the decision making by Cabinet and Full Council in October and November of 2021 on options for delivering a balanced budget up to 2023/24, which the Authority is required by law to do.
19. In addition, Equality Impact Assessments have also been produced for all of the detailed savings proposals and these together with the broad outcomes of the consultation and the development work on the overall SP2023 Programme have helped to shape the final proposals presented for approval in this report.

## **Budget Update**

20. Members will be aware that 2019/20 represented the final year of the previous multi-year Spending Review period. Single year Spending Reviews were undertaken for 2020 and 2021 due to the significant levels of economic and fiscal uncertainty associated with the UK's departure from the European Union and impacts of the Coronavirus pandemic respectively. The Government's decision to suspend multi-year budget planning and revert to annual spending rounds for most departments means that the prospects for local government finance beyond 2021 remain uncertain.
21. In recent years, significant lobbying of the Government has been undertaken by Hampshire and the wider local government sector in order to ask them to address the financial pressures we are facing and to convince them to provide an early indication of the financial resources available to local authorities over the medium term.
22. At the time of writing, there has been no announcement from the Government regarding the 2021 Spending Round. Members will be briefed on the detail of the Spending Round as part of the updated Medium Term Financial Strategy when available.

## **Savings Programme to 2023 – Departmental Context/Approach**

23. CCBS has taken a strategic and targeted approach to identifying its transformation opportunities and savings targets for SP2023.
24. Within CCBS, income generation is critical to the majority of departmental activity. The department currently delivers services that generate over £100m of income annually. In recent years, the department has focused on driving a commercial approach to maximise public value, reduce core-funding to income-generating services, and develop key IT infrastructure to realise efficiencies and respond to changing customer needs and expectations.
25. This direction of travel for the department has proved successful and continues for SP2023, albeit with the associated risks of operating in highly competitive markets with slim margins. Cost increases and market fluctuations present challenges, and these may be exacerbated by post-Brexit trading conditions.
26. Set against this background, the department's SP2023 proposals focus on continuing to develop services to be increasingly efficient and customer focused, and ensuring non-statutory services are self-sustaining over the long term. Different delivery models will be explored where appropriate to support

this, and services will continue to maximise the collective benefits of partnerships and collaborative working.

27. Further digital innovation will be critical to the success of proposed changes. CCBS services require a strong, highly effective web presence offering customers the ability to transact easily online. Many of the department's SP2023 proposals are dependent upon exploiting digital tools and growing digital skills to improve productivity and interactions with customers.
28. The savings target set for CCBS is £3.361m of which £2.591m relates to savings from Recreation, Heritage and Rural Affairs. The savings target for Recreation, Heritage and Rural Affairs is comprised of:
- Library Service and Archives £550,000
  - Regulatory Services (Registration, Trading Standards, Asbestos and Hampshire Scientific Service) £531,000
  - Countryside and Hampshire Outdoor Centres £515,000
  - CCBS Efficiencies £995,000

### **Library Service and Archives and Records**

29. Recent changes to the Library Service provide opportunities for further savings to be made from related budget efficiencies and the restructuring of management roles and support services. In addition, the Library and Archives services will generate further efficiencies by working together. A targeted, but wider than current, cultural, and educational offer will be developed, building on productive collaboration with the Hampshire Cultural Trust. Both services will continue to seek ways to generate new income to offset costs. For Libraries, the majority of these opportunities are business and partnership-focused, such as long-term leases, room hires and sponsorship. Other opportunities are focused on increasing income from events and activities. Additional Archives service income will be achieved through a range of measures including online pay-per-view access to popular archives, increased contributions from depositors, and the provision of paid-for professional services e.g. conservation to external organisations.

### **Regulatory Services**

30. Within Registration, additional income will be delivered through changes to statutory services at a national level and the expansion of Register Office ceremony availability. The potential for new or improved service offerings such as live ceremony streaming or priority virtual Citizenship ceremonies will also be explored. It is also proposed that Service assets are rationalised; that changes to workforce arrangements and resourcing models are made, including consideration of weekend market supplement payments; and that efficiencies are generated through further process improvements and operational changes. Trading Standards are undergoing a major transformation as part of business as usual, and outcomes from this are

expected to provide an ongoing contribution to the SP23 savings. The Asbestos Service proposes to review and make changes to the way in which it operates to implement a revised operating model, ensuring full cost recovery of service provision. The Hampshire Scientific Service intends to generate additional income through the expansion of its drugs testing provision to partner organisations.

### **Countryside Service and Hampshire Outdoor Centres**

31. The Countryside Service will continue to deliver its commercial strategies to increase visitor and income growth at the Country Parks and other visitor sites, particularly focusing on promoting off-peak usage, extending parking capacity, developing new customer offers and strengthening its catering financial position. It is also proposed that a future model for Titchfield Haven National Nature Reserve is established to move towards cost neutrality. Options will be explored in relation to alternative operating models for the whole Service. The Hampshire Outdoor Service will focus on implementation of its Business Development Strategy, targeting product development, customer growth and retention, increased public use of the centres, and commercial and productivity improvements. Its aim is to reduce its core funding to zero or near zero (with a trajectory to zero) by 2023. This is an ambitious target that is reliant on significant increased income generation.

### **CCBS Efficiencies**

32. A review and changes to the Community Grants Funding arrangements were reported to Cabinet in February and took effect from the start of the 2021/22 financial year. The CCBS Community Grant Fund has ceased and some of the funding has been used to enhance local member grants and the Leader's Community Grants Fund. The remaining budget of £600k has been retained by CCBS and will become a contribution to SP2023. The remainder of the CCBS Efficiencies target is comprised of sustainable over-achievement of previous departmental transformation savings plans.

### **Summary Financial Implications**

33. The savings target that was set for CCBS was £3.361m of which the savings from Recreation, Heritage and Rural Affairs services comprise £2.591m and the detailed savings proposals that are being put forward to meet this target are contained in Appendix 1.
34. The requirement for SP2023 was for the savings to be achieved in full by financial year 2023/24. The Department is planning to meet this requirement and has therefore not needed to set aside any funding in its Cost of Change reserve against timing shortfalls. The proposed Recreation, Heritage and Rural Affairs savings could deliver early achievement of £1.533m.

## **Workforce Implications**

35. Appendix 1 also provides information on the estimated number of reductions in staffing as a result of implementing the proposals.
36. 13 - 15 Full Time Equivalent (FTE) posts would potentially be affected. The Department would seek in the first instance to achieve any required reductions in posts through natural turnover and vacancy management within the relevant services. However, there may remain a balance that would need to be managed down between now and the implementation date.
37. The County Council's approach to managing down staff levels in a planned and sensitive way through the use of managed recruitment, redeployment of staff where possible and voluntary redundancy where appropriate will be continued.

## **Climate Implications**

38. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.
39. Given that this report deals with savings proposals it is difficult to assess any specific climate change impacts at this stage, but assessments will be undertaken for individual proposals, if appropriate as part of the implementation process.

## **Consultation, Decision Making and Equality Impact Assessments**

40. As part of its prudent financial strategy, the County Council has been planning since June 2020 how it might tackle the anticipated deficit in its budget by 2023/24. As part of the MTFs, which was last approved by the County Council in September 2020, initial assumptions have been made about inflation, pressures, council tax levels and the use of reserves. Total anticipated savings of £80m are required and savings targets were set for departments as part of the planning process for balancing the budget.
41. The proposals in this report represent suggested ways in which departmental savings could be generated to meet the target that has been set as part of the SP2023 Programme. Individual Executive Members cannot make decisions on strategic issues such as council tax levels and use of reserves and

therefore, these proposals, together with the outcomes of the *Serving Hampshire - Balancing the Budget* consultation exercise outlined below, will go forward to Cabinet and County Council and will be considered in light of all the options that are available to balance the budget by 2023/24.

42. The County Council undertook an open public consultation called *Serving Hampshire – Balancing the Budget* which ran for six weeks from 7 June to the 18 July 2021. The consultation was promoted to residents and stakeholders through a range of online and offline channels including: the County Council’s website, social media channels, Hampshire Perspectives residents’ forum and Your Hampshire e-newsletter; in County Council libraries and buildings and on electronic noticeboards in GP surgeries and healthcare settings; via media releases to the local TV, radio and written press; via targeted social media advertising; and through direct mail contact to a wide range of groups and organisations across Hampshire (such as district and parish councils, schools, voluntary and community sector groups and organisations, service providers), which promoted onward dissemination, as well as response. Information Packs and Response Forms were available in hard copy in standard and Easy Read, with other formats available on request. Comments could also be submitted via email, letter or as comments on social media.
43. The consultation sought residents’ and stakeholders’ views on several options that could contribute towards balancing the revenue budget, and any alternatives not yet considered – as well as the potential impact of these approaches. The consultation was clear that a range of options would be needed to meet the required £80m savings by 2023. For example, the Information Pack illustrated the amount of savings that would still be required even if council tax was increased by up to 10%.
44. The options were:
- Reducing and changing services;
  - Introducing and increasing charges for some services;
  - Lobbying central government for legislative change;
  - Generating additional income;
  - Using the County Council’s reserves;
  - Increasing council tax; and
  - Changing local government arrangements in Hampshire.
45. Information on each of the above approaches was provided in an Information Pack. This set out the limitations of each option, if taken in isolation, to achieving required savings. For example, supporting information explained that the £80m estimated budget shortfall took into account an assumed increase in ‘core’ council tax of 1.99% and an increase in the Adult Social Care Precept of 2% in both 2022/23 and 2023/24. The Pack also explained

that if central government were to support changing local government arrangements in Hampshire, savings would still take several years to be realised. Residents were similarly made aware that the use of 'spare' reserves would only provide a temporary fix, providing enough money to run services for around 14 days.

46. Therefore, whilst each option offers a valid way of contributing in-part to balancing the budget – plugging the estimated £80m gap in full will inevitably require a combination of approaches.
47. A total of 2,027 responses were received to the consultation – 1,931 via the Response Forms and 96 as unstructured responses through email, letter and social media.
48. The key findings from consultation feedback are as follows:
  - Agreement that the County Council should carry on with its **financial strategy** now stands at 45%, compared with 52% in 2019, and 65% in 2017. This involves targeting resources on the most vulnerable people; planning ahead to secure savings early and enable investment in more efficient ways of working; and the careful use of reserves to help address funding gaps and plug additional demand pressures (e.g. for social care).
  - The data suggests that respondents are concerned about the implications of further service changes and charges and increasingly feel that the solution lies with nation Government.
  - Both data and verbatim comments indicate the respondents want the County Council to **lobby central Government** for further funding and to allow additional charging in a number of areas:
    - 87% agreed with lobbying for additional funding to deliver social care services for adults and children.
    - 69% agreed with lobbying for increased central government grant funding for libraries
    - 66% agreed with updating the 1964 Public Libraries and Museums Act to enable service modernisation
    - 62% agreed with means testing/ charging for Home to School Transport (HtST)
    - 60% agreed with charging £10 for issuing an Older Person's Bus Pass
    - 51% agreed with making change to the charging approach for non-residential social services
  - However, there were exceptions, namely that:
    - Most respondents (52%) did not feel that it would be appropriate to lobby for charges relating to Household Waste Recycling Centres (HWRCs)
    - 47% disagreed (compared to 38% who agreed) that councils should be permitted to charge a 25% per journey fare for concessionary travel



- A clear majority of respondents (63%) agreed that the County Council should explore further the possibility of changing local government arrangements for Hampshire.
- No majority view was achieved for any of the other proposals, but the weight of opinion veered slightly towards agreement with:
  - The position that reserves should not be used (48% agreement vs 42% disagreement);
  - That existing service charges could be raised (45% agreement vs 33% disagreement);

And towards disagreement with:

- Introducing new service charges (47% disagreement vs 41% agreement)
- Reducing or changing services (49% disagreement vs 36% agreement)
- A slight majority of respondents (52%) preferred that the County Council raise **Council Tax** by less than 3.99%. This compared to 21% of respondents whose first choice was to raise council tax by 3.99% and 27% who would choose an increase of more than 3.99%.
- Suggestions for income generation most commonly related to charges that the County Council could apply. There was also frequent mention of changes to how Council Tax is collected, delivering efficiencies in Council services, ways that the Council could save costs to its operational budget, and suggestions that the County Council could improve its return on investments and adopt more commercial practices.
- Around half of respondents specified impacts that they felt would arise should the County Council continue with its financial strategy and approve the proposed options. Almost half of these related to the protected equalities characteristic of age (47%) – most often the effect on children and young people – with impacts on poverty (33%), disability (30%), and rurality (23%) also commonly mentioned. The potential environmental impacts were also noted in a third of the comments submitted (34%). The specific nature of the perceived impacts primarily related to reduction in service quality or availability and the personal financial impacts of increased taxation or charging.
- Efficiency savings were the most common focus of additional suggestions, incorporating staffing, contractor and Member costs, process efficiencies and more effective use of building space.
- The 96 unstructured responses to the consultation, submitted via letter / email or on social media, primarily focussed on the perceived impacts of the proposals, stating concern about reductions to services and the need to focus on reducing costs and lobbying national government for additional funding in preference to raising local taxes.

### **Proposals following consultation feedback**

49. Executive Lead Members and Chief Officers have been provided with the key findings from the consultation to help in their consideration of the final savings proposals. As the consultation feedback confirms, a number of different approaches are likely to still be needed to meet the scale of the financial challenge. Consequently, the County Council will seek to:
- **continue with its financial strategy**, which includes:
    - **targeting resources** on the most vulnerable adults and children
    - **using reserves carefully** to help meet one-off demand pressures
  - **maximise income generation** opportunities;
  - **lobby central government** for legislative change to enable charging for some services;
  - **minimise reductions and changes to local services** wherever possible, including by raising council tax by 3.99%;
  - consider further the opportunities for **changing local government arrangements** in Hampshire;
  - consider further the opportunities around **devolution of financial powers** in response to the Government’s County Deal and levelling up agenda.
50. The proposals set out in Appendix 1 have, wherever possible, been developed in line with these principles. As outlined above, CCBS’ approach to its SP2023 proposals is focused on developing efficient and sustainable customer- focused services, maximising income generation opportunities where appropriate to support this.
51. Following the Executive Member Decision Days, all final savings proposals will go on to be considered by the Cabinet and Full Council in October and November – providing further opportunity for the overall options for balancing the budget to be considered as a whole and in view of the consultation findings. Further to ratification by Cabinet and Full Council, some proposals may be subject to further, more detailed consultation.
52. In addition to the consultation exercise, Equality Impact Assessments (EIAs) have been produced for all the savings proposals outlined in Appendix 1 and these have been provided for information in Appendix 2. These EIAs have considered feedback from the public consultation in shaping savings proposals where appropriate and will be considered further and alongside a cumulative EIA by Cabinet and Full Council. The cumulative assessment provides an opportunity to consider the multiple impacts across proposals as a whole and, therefore, identify any potential areas of multiple disadvantage where mitigating action(s) may be needed.

53. Together the *Balancing the Budget* consultation and Equality Impact Assessments have helped to shape the final proposals presented for approval in this report.
  
54. If the recommendations in this report are agreed, no further formal public consultation (Phase 2) will be required on the proposals. A number of the proposals outlined within this report may require local public engagement or informal consultation, and the outcomes of these will be reported as and when required.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes/No
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes/No
<b>People in Hampshire enjoy a rich and diverse environment:</b>	Yes/No
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	Yes/No

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u>	<u>Date</u>
Medium Term Financial Strategy Update <a href="https://democracy.hants.gov.uk/documents/s53375/MTFS%20-%20Cabinet%20FINAL.pdf">https://democracy.hants.gov.uk/documents/s53375/MTFS%20-%20Cabinet%20FINAL.pdf</a>	Cabinet - 14 July 2020 County Council – 16 July 2020
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

<b>Section 100 D - Local Government Act 1972 - background documents</b>	
<p>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.)</p>	
<u>Document</u>	<u>Location</u>
None	

## **EQUALITIES 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 by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) 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 protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are 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 in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

A full Equalities Impact Assessment has been undertaken for each of the savings options and these are included as a separate appendix to this report (Appendix 2).

## Recreation, Heritage and Rural Affairs – Proposed Savings Options (Subject to consultation where appropriate)

Ref.	Service Area and Description of Proposal	Impact of Proposal	2022/23 £'000	2023/24 £'000	Full Year Impact £'000	Estimated Staffing Impact FTE
CCBS02	<b>Countryside and Outdoor Services:</b> Continue commercial strategies to increase visitor and income growth across all sites	Improved and/or new service offers and increased availability to service users. Some changes to staff roles / ways of working to realise business efficiencies and drive service integration with the potential for some staff reductions depending upon implementation options.	233	515	515	1-3
CCBS03	<b>Regulatory Services:</b> Further income generation and operating model efficiencies across all services	Service growth and improvement in some services will benefit partners and is anticipated to drive further service demand. Operating model changes may impact customers dependent on outcome of reviews and delivery model. Changes to ways of working and work patterns will benefit customers / service users and will impact staff e.g. changes to work patterns, work locations, contractual changes.	385	531	531	0
CCBS04	<b>Library and Archives Service:</b> Operating model efficiencies, enhanced partnership working and further income generation	Some changes to staff roles / ways of working to realise business efficiencies and drive service integration with the potential for some staff reductions depending upon implementation options. Improved customer journey through enhanced digital presence and platforms.	520	550	550	12

Ref.	Service Area and Description of Proposal	Impact of Proposal	2022/23 £'000	2023/24 £'000	Full Year Impact £'000	Estimated Staffing Impact FTE
CCBS06	<b>CCBS Efficiencies:</b> Removal of CCBS Community Grant funding together with sustainable over-achievement of earlier savings programmes.	The impact of removing CCBS Community Grant funding will be partially offset by increases in the Leader's and Members' grant funding pots.	395	995	995	0
<b>Total</b>			<b>1,533</b>	<b>2,591</b>	<b>2,591</b>	<b>13-15</b>
<b>Other CCBS savings:</b>						
	Executive Member for Commercial Strategy, Estates and Property		133	650	650	7
	Executive Member for Performance, HR and Partnerships		0	75	75	2
	Deputy Leader		0	45	45	1
	<b>Total Culture, Communities and Business Services</b>		<b>1,666</b>	<b>3,361</b>	<b>3,361</b>	<b>23-25</b>

This page is intentionally left blank



**Culture, Communities and Business Services EIAs**

<b>Savings Programme reference(s)</b>	<b>Service Area</b>
CCBS02	Countryside and Hampshire Outdoor Centres
CCBS03	Regulatory Services
CCBS04	Library and Archives Service
CCBS06	CCBS Efficiencies

SP23 Equality Impact Assessment - Countryside Service Operating model – staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Jo Montague	CCBS	Strategic Manager – Customer & Commercial	<a href="mailto:jo.montague@hants.gov.uk">jo.montague@hants.gov.uk</a>	07928 128539	23.06.21	V3
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	<a href="mailto:jo.heath@hants.gov.uk">jo.heath@hants.gov.uk</a>	07545 735629	01.07.21	V3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	28.06.21	V3

Page 30

## Section one – information about the service and service change

Service affected	Countryside Service
Please provide a short description of the service / policy/project/project phase	The Countryside Service manages 8 visitor attractions (5 Country Parks, 2 Farm Attractions, 1 National Nature Reserve) 80 countryside sites, 3000 miles of rights of way and statutory responsibility for maintaining the definitive map for Hampshire, a rural development programme and series of capital works projects to improve and develop assets and service delivery. The service has over 3m counted visits each year of which 2m are to the visitor attractions. The primary users and customers are

	Hampshire residents, with visitor attractions attracting most visitors from within a 30-minute drive time.
<b>Please explain the new/changed service/policy/project</b>	The service will be exploring options for a different operating model for the Countryside Service including greater integrated working with other services, or an alternative operating model with the aim to remove cash limit of discretionary activity in the longer term. As part of the SP23 programme the anticipated change is expected to focus on efficiencies and integrated working and is not expected to significantly change or alter the service delivered to the public. If a different operating model is recommended this change will come after 2023.

**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.

Public consultation is not currently planned as there is no anticipated change to service delivery. If staff are impacted as part of developing greater integration of services, or alternative ways of delivering services, a staff consultation process will be needed and is included in the SP23 workbook milestones. A subsequent EIA will also be carried out at that point if needed.

**Section two: Assessment**

Table 1 Impact Assessment

Protected characteristic (see <a href="#">EIA Guidance</a> 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

<b>Poverty</b>		X				Staff
<b>Rurality</b>		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
<b>Age</b>	The current age profile of the Countryside Service is: Under 20 = 11% 20-29 = 25% 30-39 = 13% 40-49 = 21%

	<p>60-69 = 10%</p> <p>Over 70 = 1%</p> <p>It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options for greater integrated working or different operating models are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.</p>
<b>Disability</b>	<p>3.4% of Countryside staff have declared a disability. It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options for greater integrated working or different operating models are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.</p>
<b>Gender reassignment</b>	<p>No current data held for staff on gender re-assignment. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.</p>
<b>Pregnancy and maternity</b>	<p>There are several members of the Countryside Service staff that are currently pregnant or on maternity leave. It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options for greater integrated working or different operating models are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.</p>
<b>Race</b>	<p>The current ethnic profile for staff in the Countryside Service is:</p> <p>White = 93%</p> <p>Black = 1%</p> <p>Not obtained = 6%</p> <p>It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options for greater integrated working or different operating models are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once</p>

	the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Religion or belief</b>	No current data held for staff on religion or belief. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Sex</b>	The current gender profile for staff in the Countryside Service is: Women = 68% Men = 32% This is an uneven gender profile but the difference is lower than the average across Hampshire County Council (HCC) (76% women / 24% men). It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options for greater integrated working or different operating models are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Sexual orientation</b>	No current data held for staff on sexual orientation. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Marriage &amp; civil partnership</b>	No current data held for staff on marriage and civil partnership. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Poverty</b>	No current data held for staff on poverty. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Rurality</b>	No current data held for staff on rurality. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be

	completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
--	---

**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
N/A	

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

A separate EIA considering the impacts on the public for this proposal has been completed.
--

**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:**

This activity is focused on the way in which services are delivered, to improve ways of working and opportunities to integrate and change the way we deliver services. This may result in changes for staff in terms of how and where they work. It is not anticipated that this will impact on any specific protected characteristics, however, as part of developing the opportunities for changing how we deliver services impact on protected characteristics will be taken into account and a full EIA will be completed to assess any impact on staff.
--



SP23 Equality Impact Assessment - Countryside Service operating model – service users

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Jo Montague	CCBS	Strategic Manager – Customer & Commercial	<a href="mailto:jo.montague@hants.gov.uk">jo.montague@hants.gov.uk</a>	07928 128539	25.05.21	V2
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	<a href="mailto:jo.heath@hants.gov.uk">jo.heath@hants.gov.uk</a>	07545 735629	01.07.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	18.06.21	V2

Page 37

## Section one – information about the service and service change

Service affected	Countryside Service
Please provide a short description of the service / policy/project/project phase	The Countryside Service manages 8 visitor attractions (5 Country Parks, 2 Farm Attractions, 1 National Nature Reserve) 80 countryside sites, 3000 miles of rights of way and statutory responsibility for maintaining the definitive map for Hampshire, a rural development programme and series of capital works projects to improve and develop assets and service delivery. The service has over 3m counted visits each year of which 2m are to the visitor attractions. The primary users and customers are

	Hampshire residents, with visitor attractions attracting most visitors from within a 30-minute drive time.
<b>Please explain the new/changed service/policy/project</b>	The service will be exploring options for a different operating model for the Countryside Service including greater integrated working with other services, or an alternative operating model with the aim to remove cash limit of discretionary activity in the longer term. As part of the SP23 programme the anticipated change is expected to focus on efficiencies and integrated working and is not expected to significantly change or alter the service delivered to the public. If a different operating model is recommended this change will come after 2023.

**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)

	<b>No</b>	
--	-----------	--

**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.

Potential options for different operating model and/or integrated working arrangements are not expected to alter the 'end' service delivered to the public and therefore no public consultation will be required.

**Section two: Assessment**

**Table 1 Impact Assessment**

Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age		X				Public
Disability		X				Public
Gender reassignment		X				Public
Pregnancy and maternity		X				Public
Race		X				Public
Religion or belief		X				Public
Sex		X				Public
Sexual orientation		X				Public
Marriage & civil partnership		X				Public

<b>Poverty</b>		X				Public
<b>Rurality</b>		X				Public

**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
All protected characteristics	Potential options for different operating model and/or integrated working arrangements are not expected to alter the 'end' service delivered to the public and therefore the likely impact to the public and groups with protected characteristics has been identified 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
N/A	

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

The nature of this proposal focuses on internal operational changes and this EIA considers impacts on the public. A separate EIA considering the impacts on staff for this proposal has been completed.

**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:**

This activity is focused on the way in which services are delivered, to improve ways of working and opportunities to integrate and change the way we deliver services so it is anticipated this will have negligible impact on the public or service users. However, a subsequent EIA will be completed once the proposals have been identified.

SP23 Equality Impact Assessment – Countryside Service commercial strategies – staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Jo Montague	CCBS	Strategic Manager – Customer & Commercial	<a href="mailto:jo.montague@hants.gov.uk">jo.montague@hants.gov.uk</a>	07928 128539	23.06.21	2
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	<a href="mailto:jo.heath@hants.gov.uk">jo.heath@hants.gov.uk</a>	07545 735629	01.07.21	2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	28.06.21	2

Page 42

## Section one – information about the service and service change

Service affected	Countryside Service
Please provide a short description of the service / policy/project/project phase	The Countryside Service manages 8 visitor attractions (5 Country Parks, 2 Farm Attractions, 1 National Nature Reserve) 80 countryside sites, 3000 miles of rights of way and statutory responsibility for maintaining the definitive map for Hampshire, a rural development programme and series of capital works projects to improve and develop assets and service delivery. The service has over 3m counted visits each year of which 2m are to the visitor attractions. The primary users and customers are

	Hampshire residents, with visitor attractions attracting most visitors from within a 30-minute drive time.
<b>Please explain the new/changed service/policy/project</b>	Across all Country Parks work will continue to develop the offer, identify assets and resources to grow earned income, particularly focusing on promoting off-peak usage, extending parking capacity to maximise peak season and develop new commercial activity as well as strengthen catering financial position. This will also include establishing a future model for Titchfield Haven National Nature Reserve (THNNR) to remove/reduce cash limit, which has different opportunities and considerations to the Country Parks.

**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.

The future options for THNNR have yet to be established. Once the options analysis work has been completed, staff consultation may be required. A subsequent EIA will also be carried out if any changes to service delivery are proposed. The development of opportunities to increase income at the Country Parks is not anticipated to significantly impact on staff. However, consideration will be taken of protected characteristics if any changes are proposed, and a full EIA will be completed to assess any impact on staff.

**Section two: Assessment**

Table 1 Impact Assessment

Protected characteristic (see <a href="#">EIA Guidance</a> 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		Fareham	Yes	New Forest	Yes
Basingstoke and Deane		Gosport		Rushmoor	
East Hampshire	Yes	Hart		Test Valley	
Eastleigh	Yes	Havant	Yes	Winchester	

Page 45

**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	The current age profile of the staff within the County Parks team: Under 20 = 12% 20-29 = 22% 30-39 = 14% 40-49 = 13% 50-59 = 24%

	<p>60-69 = 13%</p> <p>Over 70 = 2%</p> <p>It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.</p>
<b>Disability</b>	<p>4.3% of Country Parks staff have declared a disability. It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.</p>
<b>Gender reassignment</b>	<p>No current data held for staff on gender re-assignment. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.</p>
<b>Pregnancy and maternity</b>	<p>There are several members of the Country Parks team that are pregnant or on maternity leave. It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.</p>
<b>Race</b>	<p>The current ethnic profile for staff in the Country Parks is:</p> <p>White = 94%</p> <p>Black = 1%</p> <p>Not obtained = 5%</p> <p>It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.</p>

<b>Religion or belief</b>	No current data held for staff on religion or belief. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Sex</b>	The current gender profile for staff in the Country Parks is: Women = 77% Men = 23% This is in line with the gender profile for HCC (76% women / 24% men). It is not currently anticipated that changes will have an impact on any protected characteristics. However, until the options for greater integrated working or different operating models are established, it is difficult to know the extent of any impact, if any, on protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Sexual orientation</b>	No current data held for staff on sexual orientation. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Marriage &amp; civil partnership</b>	No current data held for staff on marriage and civil partnership. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Poverty</b>	No current data held for staff on poverty. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.
<b>Rurality</b>	No current data held for staff on rurality. It is not currently anticipated that changes will have an impact on any protected characteristics. Once the scope has been defined a subsequent EIA will be completed to assess any impact on staff and ensure staff with protected characteristics are not unfairly disadvantaged.

**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
N/A	

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

N/A
-----

**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:**

<p>Until the development and growth opportunities are further defined it is unknown what the likely impact will be upon the workforce. A further, more detailed EIA will be undertaken at a later date once the scope and proposals have been developed.</p>
--

SP23 Equality Impact Assessment - Countryside Service commercial strategies – service users

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Jo Montague	CCBS	Strategic Manager – Customer & Commercial	<a href="mailto:jo.montague@hants.gov.uk">jo.montague@hants.gov.uk</a>	07928 128539	28.06.21	2
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	<a href="mailto:jo.heath@hants.gov.uk">jo.heath@hants.gov.uk</a>	07545 735629	01.07.21	2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	28.03.21	2

Page 49

## Section one – information about the service and service change

Service affected	Countryside Service
Please provide a short description of the service / policy/project/project phase	The Countryside Service manages 8 visitor attractions (5 Country Parks, 2 Farm Attractions, 1 National Nature Reserve) 80 countryside sites, 3000 miles of rights of way and statutory responsibility for maintaining the definitive map for Hampshire, a rural development programme and series of capital works projects to improve and develop assets and service delivery. The service has over 3m counted visits each year of which 2m are to the visitor attractions. The primary users and customers are Hampshire residents, with visitor attractions attracting most visitors from within a 30-minute drive time.

<p><b>Please explain the new/changed service/policy/project</b></p>	<p>Across all Country Parks work will continue to develop the offer, identify assets and resources to grow earned income, particularly focusing on promoting off-peak usage, extending parking capacity to maximise peak season and develop new commercial activity as well as strengthen catering financial position. This will also include establishing a future model for Titchfield Haven National Nature Reserve (THNNR) to remove/reduce cash limit, which has different opportunities and considerations to the Country Parks.</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)

		<p><b>No, but is planned to be undertaken</b></p>
--	--	---

**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.

The focus of income generation at the Country Parks is on extending the offer to the public and therefore formal consultation is not anticipated but local consultation may take place for developing new offers, if appropriate. Once the future options for THNNR have been established, public consultation may be required. Subsequent EIAs will also be carried out if any changes to service delivery are proposed.

**Section two: Assessment**

**Table 1 Impact Assessment**

Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age		X				Public
Disability		X				Public
Gender reassignment		X				Public
Pregnancy and maternity		X				Public
Race		X				Public
Religion or belief		X				Public
Sex		X				Public
Sexual orientation		X				Public
Marriage & civil partnership		X				Public
Poverty		X				Public
Rurality		X				Public

**Table 2 Geographical impact**

Does the proposal impact on a specific area?

Area	Yes / no	Area	Yes / no	Area	Yes / no
All Hampshire		Fareham	Yes	New Forest	Yes
Basingstoke and Deane		Gosport		Rushmoor	
East Hampshire	Yes	Hart		Test Valley	
Eastleigh	Yes	Havant	Yes	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
All currently assessed as neutral	As the options and development opportunities for the Country Parks and THNNR are not defined it is not currently known if this will impact on any protected characteristics, though it is anticipated impacts would not disproportionately impact on any protected characteristic group. However, once the scope has been defined a subsequent EIA will be completed as a more detailed assessment. As part of developing the opportunities for change, impact on protected characteristics for the public will be considered and assessed. As the ambition is to improve the customer offer it is likely any impact will be positive rather than negative.

**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
N/A	

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

**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:**

Until the development and growth opportunities are further defined it is unknown what the likely impact will be upon the public. A further, more detailed EIA will be undertaken at a later date once the scope and proposals have been developed.

SP23 Equality Impact Assessment - Hampshire Outdoor centres – Staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	David Drew	CCBS	Business Development Manager	<a href="mailto:David.drew2@hants.gov.uk">David.drew2@hants.gov.uk</a>	07565 201290	05.08.21	3
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	<a href="mailto:jo.heath@hants.gov.uk">jo.heath@hants.gov.uk</a>	07545 735629	05.08.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	05.08.21	3

Page 54

## Section one – information about the service and service change

<b>Service affected</b>	<b>Hampshire Outdoor Centres</b>
<b>Please provide a short description of the service / policy/project/project phase</b>	Hampshire Outdoor Centres (HOC) is a non-statutory service comprising four residential outdoor education centres; three in Hampshire and one in South Wales. The service mission is to improve the lives of customers and deliver a safe, highly valued, cost effective and quality focused service through the provision of accessible outdoor education and recreational facilities. The centres provide opportunities for all customers to connect with the natural environment, create memorable experiences, learn new skills, and grow through personal development.

	<p>The service employees 65 permanent staff and at high season (summer) employees around 20 seasonal staff.</p>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>Across all Hampshire Outdoor Centres (HOC), the service will focus on developing earned income through customer growth and retention. The growth objectives focus on three key themes:</p> <ul style="list-style-type: none"> <li>• The development of the core educational offer which provides high quality outdoor learning for schools and other residential groups, supported by an increase in engagement with new customers in the marketplace.</li> <li>• Positioning Calshot Activities Centre as a core destination for visitors to the South Coast and developing into a place that people want to visit, explore, enjoy activities, eat and stay.</li> <li>• Creating new products which broaden ‘public’ access to the facilities at weekends and during the school holidays.</li> </ul> <p>To support this programme across all Hampshire Outdoor Centres the service will explore new and more flexible ways of improving the productivity of our workforce to support the delivery of our growth programme.</p> <p>HOC will examine the impacts of introducing flexible contracting arrangements, changing product structures, releasing efficiencies in our budget establishment to enable financial growth. As part of the SP23 programme the anticipated staffing changes will seek to remove vacant posts and reduce casual budgets, using annualised contracts to match seasonal demands with workforce availability and is expected to focus on efficiencies.</p> <p>This SP23 programme is seeking to change the service delivered to the public, however it is not expected to adversely impact on staffing. Staff are currently used to working a proportionate and high number of weekends and operate on a flexible working system. Exploring alternative contract types is only likely to formalise the current working arrangements. Examining flexible and shorter contracting arrangements may open up new employment opportunities.</p>
<p><b>Engagement and consultation</b></p>	

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.

There is no public consultation currently planned as there is no anticipated change to service delivery.

Some proposed product changes may increase the ratio of instructors to participants, staff will be heavily involved in the design, implementation, and review of these new products to ensure they are equipped to deliver these sessions in a new way.

Contracting changes will reviewed with HR and if staff are impacted as part of these workstreams, or it is determined a staff consultation is required, these will be undertaken in line with appropriate HR policies and procedures. An updated EIA or subsequent EIA will also be carried out at that point if required.

Page 56

**Section two: Assessment**

**Table 1 Impact Assessment**

Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
---	----------	---------	----------------	-------------------	-----------------	--------------------------------

<b>Age</b>		X				Staff
<b>Disability</b>		X				Staff
<b>Gender reassignment</b>		X				Staff
<b>Pregnancy and maternity</b>		X				Staff
<b>Race</b>		X				Staff
<b>Religion or belief</b>		X				Staff
<b>Sex</b>		X				Staff
<b>Sexual orientation</b>		X				Staff
<b>Marriage &amp; civil partnership</b>		X				Staff
<b>Poverty</b>		X				Staff
<b>Rurality</b>		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 current age profile of the HOC workforce (May 2021);</p> <p>&lt;20 = 1.9%</p> <p>20-29 = 28.3%</p> <p>30-39 = 28.3%</p> <p>40-49 = 15.1%</p> <p>50-59 = 21.7%</p> <p>60-69 = 3.8%</p> <p>&gt;70 = 0.9%</p> <p>The service has a good representation of staff across all age groups up until 60-69. 56.6% of staff fall within the 20-49 age group, with a further 36.8% in the 40 to 59 ages. SP23 workstreams are likely to have a neutral impact on most age groups but may have a positive impact on retired (65+) as the service looks to increase its use of volunteers.</p>
Disability	<p>1.6% of service staff declared a disability which is lower than the County Council as a whole (3.61 in 19/20) The SP23 projects are not expected to have a detrimental impact on any</p>

	staff in terms of ability to carry out their duties. Individual personnel needs will continue to be monitored by respective line managers and any adaptations put in place as required.
Gender reassignment	There is no data currently available on gender reassignment though there is no evidence that this protected characteristic would be disproportionately affected by the SP23 projects and the impact is therefore assessed as neutral.
Pregnancy and maternity	With 41% of women currently working within HOC it is possible that at the time of SP23 projects there may be staff on maternity leave or currently pregnant. Any staff on maternity leave during any period of change would be given the opportunity to engage in any relevant consultation and be kept briefed throughout the process. This equally applies to those off on paternity and adoption leave. However, there is currently no evidence that this protected characteristic would be disproportionately affected by any SP23 Project proposals and therefore the impact has been assessed as neutral. .
Race	96.8% of service staff have declared their ethnicity as White British and 3.2% of staff have not declared their ethnicity. There is no evidence that this protected characteristic would be disproportionately affected by the HOC SP23 projects.
Religion or belief	There is no data currently available on religion or belief though there is no evidence that this protected characteristic would be disproportionately affected by the SP23 projects and the impact is therefore assessed as neutral
Sex	59% of service staff are male and 41% female which is different to the wider County Council position which has 24% male and 76% female (2019/2020) The SP23 projects are not expected to have a detrimental impact on any staff in terms of their sex and therefore this has been assessed as neutral. There is recognition within HOC that there are less females in leadership roles (grades E to I) and HOC are actively exploring how to address this imbalance. SP23 workstreams with associated new employment opportunities (e.g. Calshot Visitor Services Manager Grade F) may help to reduce this in balance if the best candidate is female. HOC is also actively engaging with other organisations, (the Outward Bound Trust), facing similar challenges and considering how to encourage women into more senior leadership roles within the industry.
Sexual orientation	There is currently no data available on sexual orientation though there is no evidence that this protected characteristic would be disproportionately affected by the SP23 projects and the impact is therefore assessed as neutral.

Marriage & civil partnership	There is currently no data available on marriage and civil partnership though there is no evidence that this protected characteristic would be disproportionately affected by the SP23 projects and the impact is therefore assessed as neutral.
Poverty	The service expects SP23 workstreams to have a neutral impact on this protected characteristic. The service and HR regularly check to ensure the average pay of staff working hours do not fall below the National Living Wage and in rare circumstances where this happens, additional payments are made. Existing HCC pay scales will continue to be followed. It is anticipated that further down the line HOC may need to introduce further instructional resources into the team which will create new employment opportunities. In general, the service expects SP23 workstreams to have a neutral impact on this protected characteristic.
Rurality	It is not anticipated that SP23 workstreams will impact on staff who live in Rural areas. Once the full scope of workstreams have been defined, HOC will assess any impact on staff and either update this EIA or complete a subsequent EIA.

**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
N/A	



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

Once the full scope of each work stream has been defined, HOC will either update this and related EIAs or undertake a subsequent EIA and establish if these alternations are likely to impact (positively or negatively) on any key protected or other characteristic. A separate EIA has been completed for HOC SP23 considering the impact on the public and customers.

In accordance with the Working Time Directive, all instructional staff work an average of 37 hours per week over a 26 week reference period. Time off In Lieu is given for any additional hours which are mutually agreed in advance. TOIL is monitored and managed consistently to ensure there is no significant build up and staff receive adequate time off. Weekend working is regularly monitored to ensure a fair and even distribution amongst the team. Team members can book annual leave and request not to be scheduled for particular shifts which are considered when rotas are devised, usually a month in advance. This practice is common place within the Outdoor Activities Sector.

HOC will explore the opportunity to introduce annualised contracts for some seasonal roles, which will provide them with an opportunity to be paid a consistently year-round (including across periods when they are not working) and the offer the Centres the opportunity to schedule hours which are closer to the needs of the business. In practice an annualised contract is unlikely to increase or decrease the number of hours a member of staff is working. This proposal provides an opportunity to formalise the reality of what happens currently. It is likely that annualised hours will be offered as one contract type in a range of options which could be presented to employees.

A key focus in the growth programme is to increase the number of weekday school groups and opportunities at weekend and during the school holidays. Initially HOC will look to staff these increases from within the current pool of instructors meaning some changes to staff working patterns.

It is anticipated that further down the line HOC may need to introduce further instructional resources into the team which will create new employment opportunities.

Opening the Centres to new and diverse audience is likely to change the customer base. HOC will need to assess these impacts and put in place further training and support with our team to ensure they can meet a diverse range of customer requirements.

## 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:**

HOC's SP23 programme is focused on expanding access to service, improving the way we work and improving the way services are delivered. The impact of these changes may result in different contract types offered, different hours being available and improvements to how staff work but at this stage, this is more of an expansion of current options and not fundamental changes which impact on any specific protected characteristics, however, as the scope for each work stream is defined, we will, depending on the outcome of explorations update this EIA or complete a subsequent EIA.

SP23 Equality Impact Assessment - Hampshire Outdoor centres – service users

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	David Drew	CCBS	Business Development Manager	<a href="mailto:David.drew2@hants.gov.uk">David.drew2@hants.gov.uk</a>	07565 201290	28.06.21	3
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	<a href="mailto:jo.heath@hants.gov.uk">jo.heath@hants.gov.uk</a>	07545 735629	01.07.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	28.06.21	3

Page 63

## Section one – information about the service and service change

<b>Service affected</b>	<b>Hampshire Outdoor Centres</b>
<b>Please provide a short description of the service / policy/project/project phase</b>	Hampshire Outdoor Centres (HOC) is a non-statutory service comprising four residential outdoor education centres; three in Hampshire and one in South Wales. The service mission is to improve the lives of customers and deliver a safe, highly valued, cost effective and quality focused service through the provision of accessible outdoor education and recreational facilities. The centres provide opportunities for all customers to connect with the natural environment, create memorable experiences, learn new skills, and grow through personal development.

<p><b>Please explain the new/changed service/policy/project</b></p>	<p>Across all Hampshire Outdoor Centres (HOC), the service will focus on developing earned income through customer growth and retention, particularly focusing on modernising the facilities, introducing new products at different price points to encourage year-round use of the facilities, increased commercialisation of the service strengthened by a robust tactical marketing plan and capitalising on the introduction digital booking platforms to provide flexible choices about when and how they access our services.</p> <p>HOC growth objectives focus on three key themes:</p> <ul style="list-style-type: none"> <li>• The development of the core educational offer which provides high quality outdoor learning for schools and other residential groups, supported by an increase in engagement with new customers in the marketplace.</li> <li>• Positioning Calshot Activities Centre as a core destination for visitors to the South Coast and developing into a place that people want to visit, explore, enjoy activities, eat and stay.</li> <li>• Creating new products which broaden ‘public’ access to the facilities at weekends and during the school holidays.</li> </ul>
---	--

<p><b>Engagement and consultation</b></p>		
<p>The County Council’s <i>Serving Hampshire Balancing the Budget</i> 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.</p>		
<p> </p>		
<p><b>Has any pre-consultation engagement been carried out?</b> (Delete as appropriate)</p>		
<p><b>Yes</b></p>	<p> </p>	<p> </p>
<p> </p>		

**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.

As part of the business development review, feedback was sought from service users, partners, and schools. These views have directly influenced the shape of HOC plans.

In addition, the service has recently undertaken an informal consultation for the Calshot Café and received 759 responses.

These responses will be used to support the outline business case for café improvements.

The focus of income generation within Hampshire Outdoor Centres is on extending the offer to the public and therefore formal consultation is not anticipated but further local consultation may take place for developing new offers, if appropriate.

**Section two: Assessment****Table 1 Impact Assessment**

Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)	Positive	Neutral	Negative – low	Negative – Medium	Negative – High	Affects staff, public or both?
Age	X					Public
Disability	X					Public
Gender reassignment		X				Public
Pregnancy and maternity		X				Public
Race	X					Public

<b>Religion or belief</b>		X				Public
<b>Sex</b>		X				Public
<b>Sexual orientation</b>		X				Public
<b>Marriage &amp; civil partnership</b>	X					Public
<b>Poverty</b>	X					Public
<b>Rurality</b>	X					Public

**Table 2 Geographical impact**

Does the proposal impact on a specific area?

<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>
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**

<b>Protected characteristic</b>	<b>Brief explanation of why this has been assessed as having neutral or low negative impact</b>
Gender reassignment	It is not anticipated that modernising the facilities, introducing new products to grow the customer base and support income generation will disproportionately impact on gender reassignment, and therefore the impact is considered to be neutral.
Pregnancy and maternity	It is not anticipated that modernising the facilities, introducing new products to grow the customer base and support income generation will impact on pregnancy and maternity, and therefore the impact is considered to be neutral.
Religion or belief	It is not anticipated that modernising the facilities, introducing new products to grow the customer base and support income generation will disproportionately impact on religion or belief, and therefore the impact is considered to be neutral.
Sex	It is not anticipated that modernising the facilities, introducing new products to grow the customer base and support income generation will disproportionately impact on sex, and therefore the impact is considered to be neutral.
Sexual orientation	It is not anticipated that modernising the facilities, introducing new products to grow the customer base and support income generation will disproportionately impact on sexual orientation, and therefore the impact is considered to be neutral.
Rurality	It is not anticipated that modernising the facilities, introducing new products to grow the customer base and support income generation will disproportionately impact on rurality, and therefore the impact is considered to be neutral. It is noted, Hampshire Mountain Centre is located in the Brecon Beacon national park and generally attracts School customers who want to visit a remote mountain environment. In the past 12 months effort have been made to engage local schools who may benefit from using the centre.

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
Age	<p>HOC will be looking at ways to increase work undertaken with Schools and youth based residential groups, and aligning the programmes to an outcome driven model, which will provide more opportunities for young people to access the service and benefit from activities designed to increase their skill and understanding of the world, build relationships and improve physical and mental wellbeing.</p> <p>Calshot Café recently undertook a survey and collected 759 responses. 36% of respondents were over the age of 55 and this is likely good reflection of the customer base. Calshot are looking to improve access to the on-site café which will incorporate more informal users (walkers/dog walkers) and include better seating and a new ramped entrance. Along with other improvements to layout and menu its expected future improvements will positively impact on older people, to access the café and use the space as a social gathering point.</p> <p>Calshot is looking to undertake a movement planning exercise which will evaluate how customers move around the centre and the impact future plans may have. Specific age groups will be looked at as part of this planning exercise.</p>
Disability	Destination Calshot seeks to install new footpaths around centre and improve the external entrance which will improve the safe routes to physically access the centre.



	<p>Hampshire Mountain Centre is a remote facility situated on the side of the hill. Consideration is being given to include a more accessible parking bay in the centres courtyard. Runways End is considered to be the most accessible facility and Forge lodge is a fully equipped accommodation unit. Consideration is being given to build an accessible pod which would be designed to support people with a range of disabilities.</p> <p>No changes at Tile Barn.</p>
Marriage & civil partnership	<p>Destination Calshot will explore opening the centre facilities to host weddings and civil partnership ceremonies creating new opportunities for residents to connect with the centre.</p> <p>No changes at other centres.</p>
Race	<p>Business options are being explored to increase the number of bed spaces at the Hampshire Mountain Centre allowing the centre to accommodate two class sizes. Through the existing partnership with The Portal Trust, HOC could increase the opportunities for BAME participants from inner city London to access a rural mountain environment. For many it may be the first trip outside of a city environment.</p> <p>At this stage, no other proposals will specifically target BAME communities however as the proposals are broadly based on increasing access to the facilities, its likely opportunities will exist to work with BAME groups.</p>
Poverty	<p>HOC are exploring options to introduce a Superpod at Runways End, which will include a self-catered kitchen, communal dining space and environmental classroom, that, combined with the camping pods, will allow the centre to create a low budget activity package which will open access to groups for which budget for such activity is a significant pressure.</p>

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

Tile Barn Poppy Pods were built in partnership with the Military Covenant Fund and the British Legion to provide accommodation for schools/youth groups during term time weekdays and military families only during the weekends and school holidays. The agreement has now expired and continuing to restrict weekend and school holidays access to military families only may mean HCC is not meeting its public equality duties. The service is currently seeking legal advice on the issue which may result in opening weekend and school holidays access to the poppy pods for wider public use. A further EIA will be completed once the legal position has been established and options for future use have been agreed. A separate EIA that considers the impact of these proposals on staff has been completed.

**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:**

Some projects are still in the scoping stage and it is not yet known if this will impact on any protected characteristics, however, once the scope has been defined a subsequent EIA will be completed as part of developing the opportunities for growth. As the ambition is to improve the customer offer it is likely any impact will be positive rather than negative.

SP23 Equality Impact Assessment - Asbestos Management Service operating model review - staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Arran Cobley	CCBS	Executive Manager (Asbestos)	<a href="mailto:arran.cobley@hants.gov.uk">arran.cobley@hants.gov.uk</a>	07960 411852	18.6.2021	V2
2	EIA authoriser	Patrick Blogg	CCBS	Deputy Director for CCBS	<a href="mailto:Patrick.Blogg@hants.gov.uk">Patrick.Blogg@hants.gov.uk</a>	03707 796865	05.7.2021	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	18.6.2021	V2

## Section one – information about the service and service change

Service affected	Asbestos Management Services
Please provide a short description of the service / policy/project/project phase	<p>The service provides UKAS accredited asbestos testing and inspection services, designs and delivers asbestos management controls to help enable the County Council to meet its statutory obligations in relation to the Control of Asbestos Regulations. The service also includes delivery of drone services.</p> <p>SP23 project - Review of Asbestos Service &amp; implementation of a fit for purpose operating model to ensure full cost recovery of service provision as a minimum. To incorporate assessment of fee models &amp; income streams, efficiencies, non-fee earning work, business plan development.</p>

<p><b>Please explain the new/changed service/policy/project</b></p>	<p>The Asbestos Service proposes to review and make changes to the way in which they operate. This will include an appraisal of their current portfolio of services and the staffing structure required to deliver these. The review will consider the best ways to deliver required service savings whilst maintaining sustainable, fit-for-purpose and deliverable services. The review may propose changes to the total number of roles within the Services, and/or amendments to role responsibilities and tasks.</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)

	<p>No</p>	
--	-----------	--

**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 staff or Trade Union consultation has yet been carried out. Until the Service's ways of working and staffing structures have been reviewed, it is currently unknown what the likely impact will be upon staff. Consultation activities will be carried out as appropriate when further details of any proposed changes are understood.

**Section two: Assessment**

Table 1 Impact Assessment

Protected characteristic (see <a href="#">EIA Guidance</a> 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

<b>Poverty</b>		X				Staff
<b>Rurality</b>		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
<b>Age</b>	Current age profile of the Asbestos Management Services: 20-29 = 13% 30-39 = 34.8% 40-49 = 39.1% 50-59 = 13%

	The age profile in the Asbestos Management Services differs from the Corporate profile in that it has more staff in mid age ranges and less in the upper age range. Until the review of Asbestos Management Services is complete and required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be neutral or low. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic.
<b>Disability</b>	No staff have declared a disability. However, care will be taken to ensure changes do not unfairly disadvantage those from this protected characteristic group.
<b>Gender reassignment</b>	No staff have indicated that they are in this protected characteristic group. It is not thought that changes will have a disproportionate impact on this protected characteristic.
<b>Pregnancy and maternity</b>	One member of staff falls in this protected characteristic group. Until the review of Asbestos Management Services is complete and required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be neutral or low. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic.
<b>Race</b>	Current ethnicity profile of the Asbestos Management Services: 95.7% white 4.3% not obtained Until the review of Asbestos Management Services is complete and required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be neutral or low. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic.
<b>Religion or belief</b>	No current data on religion of belief profile of the Asbestos Management Services team. Until the review of Asbestos Management Services is complete and required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be neutral or low. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic.

<b>Sex</b>	<p>Current gender profile of the Asbestos Management Services team:                      74% male (compared to 24% male staff within HCC)                      26% female (compared to 76% female staff within HCC)                      There is an uneven gender split currently within the team, with 74% male staff compared to 26% female.                      Until the review of Asbestos Management Services is complete and required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be neutral or low. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because of their gender.</p>
<b>Sexual orientation</b>	<p>No current data on sexual orientation profile of the Asbestos Management Services team. It is not thought that changes will have an impact on this protected characteristic.</p>
<b>Marriage &amp; civil partnership</b>	<p>No current data on marriage and civil partnership profile of the Asbestos Management Services team. It is not thought that changes will have a disproportionate impact on this protected characteristic.</p>
<b>Poverty</b>	<p>No current data on poverty profile of the Asbestos Management Services team. It is not thought that changes will have a disproportionate impact on this protected characteristic.</p>
<b>Rurality</b>	<p>No current data on rurality profile of the Asbestos Management Services team. It is not thought that changes will have a disproportionate impact on this protected characteristic.</p>

**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
N/A	

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

Although changes in the service’s way of working and changes to the staffing structure are not expected to have an impact on any of the protected characteristics, if changes do represent a risk once proposed they are fully identified, more detailed EIAs will be undertaken at a later date, with appropriate consideration and action taken in respect of their findings.

The work delivered by the team is primarily for internal clients and partners, rather than being delivered directly to the public. Full testing and inspection services need to be maintained to ensure ongoing compliance with Regulations. There are not any foreseen impact on other HCC departments or partners (customers) and therefore an EIA has not been completed for the public. If, when the review and outcomes are clearer, any changes may represent a risk to clients and partners, a more detailed EIA will be undertaken, again with appropriate consideration and action taken in respect of their findings.

**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

**SP23 Equality Impact Assessment - Hampshire Scientific Service expansion of drug testing services – staff and service users**

**EIA writer(s) and authoriser**

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Anne Scarrett	CCBS	Head of Scientific Services	<a href="mailto:anne.scarrett@hants.gov.uk">anne.scarrett@hants.gov.uk</a>	0370 779 4774	26.03.2021	01
2	EIA authoriser	Patrick Blogg	CCBS	Deputy Director of CCBS	<a href="mailto:Patrick.blogg@hants.gov.uk">Patrick.blogg@hants.gov.uk</a>	0370 779 6865	29.06.21	01
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	28.06.21	01

Page 78

**Section one – information about the service and service change**

<b>Service affected</b>	<b>Hampshire Scientific Service</b>
<b>Please provide a short description of the service / policy/project/project phase</b>	HSS provide a range of scientific analytical services to customers predominantly in the public sector; Coroners, Police, Trading Standards, Schools, Local Authorities and Central Government, supplemented by smaller private sector clients. Forensic testing of drugs seized by Hampshire Constabulary is currently carried out by a team of 2 staff who can process around 30 case submissions a month.

<p><b>Please explain the new/changed service/policy/project</b></p>	<p>Create additional drugs testing capacity, increasing number of reporting drug scientists by Mar 2023 to enable 60 cases a month to be processed with the aim of securing additional drugs contract in by March 2023.</p> <p>Positive business impacts in terms of growth of existing service provision/capacity; improved quality of service delivery for partners – Hampshire Constabulary, Thames Valley Police – as a result of reliability/security of provision, increased volume of work delivered, reduced turnaround times etc.; likely to improve and strengthen relationships with partners. It is expected creating additional drug testing capacity will have no adverse impacts on existing service users or HSS staff. It is likely to include the recruitment of 1 additional staff member.</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)

	<p>No</p>	
--	-----------	--

**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 consultation or engagement planned as HSS are increasing existing services to generate additional income and there is no likely impact to residents or stakeholders.

**Section two: Assessment****Table 1 Impact Assessment for both staff and public**

Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age		X				Both
Disability		X				Both
Gender reassignment		X				Both
Pregnancy and maternity		X				Both
Race		X				Both
Religion or belief		X				Both
Sex		X				Both
Sexual orientation		X				Both
Marriage & civil partnership		X				Both
Poverty		X				Both

<b>Rurality</b>		X				Both
-----------------	--	---	--	--	--	------

**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	

Page 81

**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
<b>Age</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on age.
<b>Disability</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on disability.
<b>Gender reassignment</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on gender reassignment.

<b>Pregnancy and maternity</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on pregnancy and maternity.
<b>Race</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on race.
<b>Religion or belief</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on religion or belief.
<b>Sex</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on sex.
<b>Sexual orientation</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on sexual orientation.
<b>Marriage &amp; civil partnership</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on marriage and civil partnership.
<b>Poverty</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on poverty.
<b>Rurality</b>	The planned growth for expansion of drug testing services are not expected to have an disproportionate impact on rurality.

**Table 4 Explanation and mitigation for medium and high impacts**

<b>Protected characteristic</b>	<b>Brief explanation of why this has been assessed as having medium or high negative impact</b>	<b>Is there a Geographical impact? If so, please explain -use list below to identify geographical area(s)</b>	<b>Short explanation of mitigating actions</b>
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
N/A	

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

Recruitment for additional staff will be conducted with an inclusion and diversity approach following HCC procedures to ensure it is as inclusive as possible.

**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:**

Expansion of existing services to increase the provision of drug testing will not have any adverse impacts on existing service users or HSS staff.

SP23 Equality Impact Assessment – Registration Service income streams – staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Sophia Vowels	CCBS	Senior Project Officer	<a href="mailto:sophia.vowels@hants.gov.uk">sophia.vowels@hants.gov.uk</a>	03707 798408	10.06.21	3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	<a href="mailto:Emma.noyce@hants.gov.uk">Emma.noyce@hants.gov.uk</a>	03707 79 8373	10.06.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	03707 798946	30.06.21	3

Page 84

## Section one – information about the service and service change

Service affected	Registration Service
<b>Please provide a short description of the service / policy/project/project phase</b>	The Registration Service is responsible for recording key life events for the people of Hampshire in line with the correct legal procedures. Its statutory functions include the registration of births, deaths, marriages and civil partnerships occurring within Hampshire, alongside other statutory obligations such as conducting Citizenship ceremonies, licensing venues where civil marriage and civil partnerships may be solemnised, and being the custodian of registers (birth, death and marriage) dating back to 1837. It also has a part to play in combating fraud and protecting the public, particularly in helping to prevent forced and sham marriages. The Service registers approximately 8,000 births and 10,000 deaths every year and delivers nearly 5,000 ceremonies.



	<p>As well as upholding its statutory obligations, the Registration Service also offers a number of ‘choose to use’ services such as:</p> <ul style="list-style-type: none"> <li>• A range of alternative ceremonies including renewal of vows; welcoming, commitment and private Citizenship ceremonies</li> <li>• The ‘Tell Us Once’ service for all customers attending to register a death</li> <li>• Commemorative certificates</li> </ul>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>The Registration Service is required to continue to increase its income and develop new income streams to contribute to the Council’s Savings Programme to 2023 (SP23).</p> <p>Changes to statutory services at a national level are expected to result in additional income for the Service through a) an increase in marriage certificate sales due to the introduction of the marriage schedule system and b) changes to the way EU nationals will be required to give notice of marriage in the future.</p> <p>The implementation of the marriage schedule system, and the resulting switch to an electronic register, means that Churches are no longer able to issue marriage certificates as part of the marriage ceremony. Instead, couples who have solemnised their marriage in a Church/Religious Building must apply to their local Registration service who will issue the requested marriage certificates for an associated fee.</p> <p>Additionally, new or improved service offerings will be introduced and are expected to include:</p> <ul style="list-style-type: none"> <li>• live ceremony streaming</li> <li>• priority virtual Citizenship ceremonies</li> <li>• the expansion of Register Office ceremony availability.</li> </ul> <p>Income modelling will be conducted ahead of any implementation to ensure that Hampshire Registration expands the right services and/or introduces new services at a rate that generates income whilst remaining competitive.</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)

		<b>No, but is planned to be undertaken</b>
--	--	--

**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.

Formal consultation with staff would only be carried out if it were identified that the introduction of a new or improved service would require changes to weekend working arrangements (including contractual changes). This would apply in the case of national changes imposed upon the Service, as well as in the case of local proposals to adapt and grow the service offering. In such circumstances, guidance and support would be secured from HR colleagues to ensure Hampshire policies are observed and Trade Unions would be engaged as part of any formal launch. Comments and suggestions made as part of any consultation process would be evaluated and used to inform decisions taken around future service offerings and the delivery method adopted.

Communication with staff has already commenced in respect of the upcoming introduction of the schedule system which is expected to come into effect in May 2021. Proactive engagement will also be held through team meetings, 1:1s and e-noticeboard items to keep staff apprised of any future planned changes to service provision. This will include opportunities for staff to feedback and share their views as well as the provision of relevant training on any new processes or technologies as required.

**Section two: Assessment**

Table 1 Impact Assessment

Protected characteristic (see <a href="#">EIA Guidance</a> 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	

Page 88

**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	Neutral – The age profile of the Registration Service is weighted towards the upper end of the scale with 59% of staff aged 50 or over. There is, however, no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required. For this reason, the impact has been assessed as neutral.
Disability	Neutral – There are currently two staff members within the Registration Service with a declared disability (1.7%). This compares to 3.9% across the organisation (as of November 2020). There is, however, no evidence that this protected characteristic would be disproportionately affected by the

	introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required. For this reason, the impact has been assessed as neutral.
Gender reassignment	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Pregnancy and maternity	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required. Should a staff consultation be required any staff on maternity leave – or paternity or adoption leave – would be afforded the opportunity to engage in the process and would be contacted individually to ensure they are able to participate and ask any questions.
Race	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Religion or belief	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Sex	Neutral – Within the Registration Service, 89% of employees are female and 11% are male. This diverges from HCC as a whole where 76% of employees are female and 24% are male (as of November 2020). There is, however, no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required. For this reason, the impact has been assessed as neutral.
Sexual orientation	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Marriage & civil partnership	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.
Poverty	Neutral – The grade profile of staff working for the Hampshire Registration Service is skewed towards the lower grades with 7% at Grade C and 84% at Grade D. There is no evidence, however, that this

	protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required. For this reason, the impact has been assessed as neutral.
Rurality	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by the introduction of new or improved service offerings, or by any associated changes to weekend working arrangements should these be required.

**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
N/A	

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

Until the income modelling exercise has been concluded and decisions taken regarding which new services will be introduced and/or which existing services will be expanded upon, it is impossible to definitively state what the likely impact on staff will be. Once this – and the implications of any national changes – become clearer, further, more detailed EIAs may need to be undertaken with appropriate consideration and action taken in respect of any conclusions drawn.

**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

SP23 Equality Impact Assessment – Registration Service income streams – service users

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Sophia Vowels/ Jane Bartlett	CCBS	Senior Project Officer	<a href="mailto:sophia.vowels@outlook.com">sophia.vowels@outlook.com</a>	03707 798408	19.04.21	3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	<a href="mailto:Emma.noyce@hants.gov.uk">Emma.noyce@hants.gov.uk</a>	03707 79 8373	10.06.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	03707 798946	30.06.21	3

Page 92

## Section one – information about the service and service change

Service affected	Registration Service
<b>Please provide a short description of the service / policy/project/project phase</b>	The Registration Service is responsible for recording key life events for the people of Hampshire in line with the correct legal procedures. Its statutory functions include the registration of births, deaths, marriages and civil partnerships occurring within Hampshire, alongside other statutory obligations such as conducting Citizenship ceremonies, licensing venues where civil marriage and civil partnerships may be solemnised, and being the custodian of registers (birth, death and marriage) dating back to 1837. It also has a part to play in combating fraud and protecting the public, particularly in helping to prevent forced and sham marriages. The Service registers



	<p>approximately 8,000 births and 10,000 deaths every year and delivers nearly 5,000 ceremonies.</p> <p>As well as upholding its statutory obligations, the Registration Service also offers a number of ‘choose to use’ services such as:</p> <ul style="list-style-type: none"> <li>• A range of alternative ceremonies including renewal of vows; welcoming, commitment and private Citizenship ceremonies</li> <li>• The ‘Tell Us Once’ service for all customers attending to register a death</li> <li>• Commemorative certificates</li> </ul>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>The Registration Service is required to continue to increase its income and develop new income streams to contribute to the Council’s Savings Programme to 2023 (SP23).</p> <p>Changes to statutory services at a national level are expected to result in additional income for the Service through a) an increase in marriage certificate sales due to the introduction of the marriage schedule system and b) changes to the way EU nationals will be required to give notice of marriage in the future.</p> <p>The implementation of the marriage schedule system, and the resulting switch to an electronic register, means that Churches are no longer able to issue marriage certificates as part of the marriage ceremony. Instead, couples who have solemnised their marriage in a Church/Religious Building must apply to their local Registration service who will issue the requested marriage certificates for an associated fee.</p> <p>Additionally, new or improved service offerings will be introduced and are expected to include:</p> <ul style="list-style-type: none"> <li>• live ceremony streaming</li> <li>• priority virtual Citizenship ceremonies</li> <li>• the expansion of Register Office ceremony availability.</li> </ul>

	Income modelling will be conducted ahead of any implementation to ensure that Hampshire Registration expands the right services and/or introduces new services at a rate that generates income whilst remaining competitive.
--	--

**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)

	<b>No</b>	
--	-----------	--

**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 targeted engagement of service users will be conducted as the Registration Service is intending to expand the service offering rather than reduce or stop services. Whilst income modelling will take place to ensure that the right services (i.e. the most cost effective services for growth) are introduced and/or expanded, this will be undertaken using existing service data and will not require direct consultation with customers.

Annual benchmarking is already well-established across the South East region and findings from this, along with any insights gleaned from the customer feedback system, will be considered alongside the income modelling work to help inform the decision-making process and ensure that the services being delivered are of a high standard and likely to meet customer expectations.

Following implementation, Registration will need to consider promotion of any new services whilst at the same time monitoring uptake and flexing plans accordingly.

**Section two: Assessment**

**Table 1 Impact Assessment**

Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age			X			Public
Disability			X			Public
Gender reassignment		X				Public
Pregnancy and maternity		X				Public
Race		X				Public
Religion or belief		X				Public
Sex		X				Public
Sexual orientation		X				Public

<b>Marriage &amp; civil partnership</b>	X X					Public
<b>Poverty</b>			X			Public
<b>Rurality</b>			X			Public

**Table 2 Geographical impact**

Does the proposal impact on a specific area?

<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>
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>Low Negative – There may be a greater emphasis on accessing online/virtual services as part of the new and/or improved services introduced. This could disadvantage members of the public who are unable to access digital content or who feel less confident accessing the Service in this way. This could include older people. According to ONS figures on internet usage in 2019, 99% of adults aged 16 to 44 in the UK were identified as being recent internet users as compared to 83% of adults aged 65-74 and 47% of adults aged 75 years and over. 47% of adults aged 75 years and over had also never used the internet.</p> <p>Until the full extent of plans for any new/improved services are known it is difficult to truly gauge the impact these changes could have on this protected characteristic, however, it is expected that it would be either low negative or neutral. This is due to the fact that some of these services would be ‘choose to use’ and so customers could opt-in or out depending on their own personal preferences around accessing content digitally. Any impact would also be mitigated by ensuring that user experience and accessibility is considered in all cases where changes are being made so that online content is as clear and easy to navigate as possible. Furthermore, any proposed changes would not result in the halting of other contact methods, such as telephone or face-to-face, which customers could still use in lieu of digital methods.</p> <p>It is also worth noting that one proposed new service – live ceremony streaming – would be delivered directly by staff and so customers choosing this service would benefit from the use of this digital facility without having to navigate the technology themselves.</p> <p>In contrast to the statement made above regarding the potential negative impact on this protected characteristic, older people with decreased mobility (or those with young families or caring responsibilities) may in fact experience an improved customer journey due to the increased availability of online/virtual services removing the need to travel to a physical</p>

	office in some circumstances. This could therefore also have a positive impact on this protected characteristic.
Disability	<p>Low Negative – There may be a greater emphasis on access to online/virtual services as part of the new and/or improved services introduced. This could disadvantage members of the public who are unable to access digital content or who feel less confident accessing the Service in this way. This could include people with disabilities. According to ONS figures on internet usage in 2019, 22% of adults who self-assess as having a disability in line with the Equality Act definition had either never used the internet or had not used the internet in more than three months. This dropped to 5% of adults who do not self-assess as having a disability in line with the Equality Act.</p> <p>Until the full extent of plans for any new/improved services are known it is difficult to truly gauge the impact these changes could have on this protected characteristic, however, it is expected that it would be either low negative or neutral. This is due to the fact that some of these services would be ‘choose to use’ and so customers could opt-in or out depending on their own personal preferences around accessing content digitally. Any impact would also be mitigated by ensuring that user experience and accessibility is considered in all cases where changes are being made so that online content is as clear and easy to navigate as possible. Furthermore, any proposed changes would not result in the halting of other contact methods, such as telephone or face-to-face, which customers could still use in lieu of digital methods.</p> <p>It is also worth noting that one proposed new service – live ceremony streaming – would be delivered directly by staff and so customers choosing this service would benefit from the use of this digital facility without having to navigate the technology themselves.</p> <p>In contrast to the statement made above regarding the potential negative impact this could have, some people with disabilities may in fact experience an improved customer journey due to the increased availability of online/virtual services which could even have a positive impact on this protected characteristic.</p>
Gender reassignment	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by proposals to expand the service offering. Any new/improved services would be

	made available to all relevant customers regardless of any protected characteristics they hold.
Pregnancy and maternity	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by proposals to expand the service offering. Any new/improved services would be made available to all relevant customers regardless of any protected characteristics they hold.
Race	<p>Neutral – There may be a greater emphasis on access to online/virtual services as part of the new and/or improved services introduced. This could disadvantage members of the public who feel less confident accessing the Service in this way. This could include people for whom English is their second language as they may find it more challenging to understand/follow online instructions. According to the 2011 Census, 96.8% of people in Hampshire speak English as their ‘main language’, which is higher than the percentage for England as a whole (92.0%).<sup>1</sup></p> <p>Until the full extent of plans for any new/improved services are known it is difficult to truly gauge the impact these changes could have on this protected characteristic, however, it is expected that it would be neutral. Any impact would be mitigated by ensuring that user experience and accessibility is considered in all cases where changes are being made so that online content is as clear and easy to navigate as possible. Any proposed changes would also not result in the halting of other contact methods, such as telephone or face-to-face, which customers could still use in lieu of digital methods.</p> <p>It is also worth noting that whilst some may find it more difficult to access information virtually/online, others may actually experience an improved customer journey by accessing the Service in this way.</p>
Religion or belief	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by proposals to expand the service offering. Any new/improved services would be

---

<sup>1</sup> Hampshire Facts + Figures (April 2020) / figures taken from the 2011 Census

	made available to all relevant customers regardless of any protected characteristics they hold.
Sex	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by proposals to expand the service offering. Any new/improved services would be made available to all relevant customers regardless of any protected characteristics they hold.
Sexual orientation	Neutral – There is no evidence that this protected characteristic would be disproportionately affected by proposals to expand the service offering. Any new/improved services would be made available to all relevant customers regardless of any protected characteristics they hold.
Poverty	<p>Low Negative – There may be a greater emphasis on accessing online/virtual services as part of the new and/or improved services introduced. This could disadvantage members of the public who are unable to access digital content or who feel less confident accessing the Service in this way. This could include people from lower socioeconomic groups as some poorer households may not be able to afford equipment and/or regular access to the internet. Hampshire has 40 neighbourhoods (out of 1,005 in total) which are categorised as being in the 20% most deprived areas in England.<sup>2</sup></p> <p>Until the full extent of plans for any new/improved services are known it is difficult to truly gauge the impact these changes could have on this group, however, it is expected that it would be either low negative or neutral. This is due to the fact that some of these services would be ‘choose to use’ and so customers could opt-in or out depending on their own personal preferences around accessing content digitally and/or their personal budget. Any impact would also be mitigated by ensuring that user experience and accessibility is considered in all cases where changes are being made so that online content is as clear and easy to navigate as possible. Furthermore, any proposed changes would not result in the</p>

---

<sup>2</sup> Indices of Multiple Deprivation, Ministry of Housing, Communities and Local Government 2019.



	<p>halting of other contact methods, such as telephone or face-to-face, which customers could still use in lieu of digital methods.</p> <p>It is also worth noting that one proposed new service – live ceremony streaming – would be delivered directly by staff and so customers choosing this service would benefit from the use of this digital facility without having to navigate the technology themselves. Furthermore, the live streaming of ceremonies will enable ceremonies to be more inclusive and have a broader reach by allowing guests who may not otherwise have been able to attend in person to be part of the event. This could include scenarios where couples opt to hold a smaller ceremony in the Register Office to reduce costs and could therefore actually have a positive impact on this group.</p> <p>The anticipated expansion of Register Office ceremony availability as part of the new business model is also expected to benefit those couples who may not be able to afford to hold their wedding/civil partnership in an Approved Venue as an increase of in-house provision will give couples more flexibility when it comes to selecting a date and time for their ceremony.</p>
Rurality	<p>Low Negative – There may be a greater emphasis on accessing online/virtual services as part of the new and/or improved services introduced. This could disadvantage members of the public who are unable to access digital content or who feel less confident accessing the Service in this way. This could include people who live in rural areas as these areas tend to have a higher incidence of non-internet use, have reduced availability of standard or superfast broadband, and possible poor mobile phone signal.</p> <p>Until the full extent of plans for any new/improved services are known it is difficult to truly gauge the impact these changes could have on this group, however it is expected that it would be either low negative or neutral. This is due to the fact that some of these services would be ‘choose to use’ and so customers could opt-in or out depending on their own personal preferences around accessing content digitally. Any impact would also be mitigated by ensuring that user experience and accessibility is considered in all cases where changes are being made so that online content is as clear and easy to navigate as possible.</p>

	<p>Furthermore, any proposed changes would not result in the halting of other contact methods, such as telephone or face-to-face, which customers could still use in lieu of digital methods.</p> <p>It is also worth noting that one proposed new service – live ceremony streaming – would be delivered directly by staff and so customers choosing this service would benefit from the use of this digital facility without having to navigate the technology themselves. This could therefore actually have a positive impact on this group.</p> <p>In contrast to the statement made above regarding the potential negative impact on this group, those living in rural areas may in fact experience an improved customer journey due to the increased availability of online/virtual services removing the need to travel to a physical office in some circumstances. This could therefore also have a positive impact on this group.</p>
--	---

**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
Marriage & civil partnership	Positive – The anticipated expansion of Register Office ceremony availability as part of the new business delivery model will provide extra choice for those not wishing to marry/form a civil partnership in an Approved Venue. In-house ceremonies can provide couples with more

	<p>flexibility when it comes to deciding how they would like to celebrate the formation of their marriage/civil partnership and can also reduce costs.</p> <p>The live streaming of ceremonies is also intended to enhance the customer’s experience as it will enable ceremonies to be more inclusive and have a broader reach by allowing guests who may not otherwise have been able to attend in person to be part of the event. Therefore this is expected to have a disproportionately positive impact on those getting married or forming a civil partnership by providing them with an enhanced service offering.</p>
--	---

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

<p>Until the income modelling exercise has been concluded and decisions taken regarding which new services will be introduced and/or which existing services will be expanded upon, it is impossible to definitively state what the likely impact on service users will be. Once this – and the implications of any national changes – become clearer, further, more detailed EIAs may need to be undertaken with appropriate consideration and action taken in respect of any conclusions drawn.</p>
---

**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
-----

SP23 Equality Impact Assessment - Registration Service workforce and asset changes – staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Sophia Vowels/ Jane Bartlett	CCBS	Senior Project Officer	<a href="mailto:sophia.vowels@outlook.com">sophia.vowels@outlook.com</a>	03707 798408	10.06.21	3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	<a href="mailto:Emma.noyce@hants.gov.uk">Emma.noyce@hants.gov.uk</a>	03707 79 8373	10.06.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	03707 798946	30.06.21	3

Page 104

## Section one – information about the service and service change

Service affected	Registration Service
<b>Please provide a short description of the service / policy/project/project phase</b>	The Registration Service is responsible for recording key life events for the people of Hampshire in line with the correct legal procedures. Its statutory functions include the registration of births, deaths, marriages and civil partnerships occurring within Hampshire, alongside other statutory obligations such as conducting Citizenship ceremonies, licensing venues where civil marriage and civil partnerships may be solemnised, and being the custodian of registers (birth, death and marriage) dating back to 1837. It also has a part to play in combating fraud and protecting the public, particularly in helping to prevent forced and sham marriages. The Service registers

	<p>approximately 8,000 births and 10,000 deaths every year and delivers nearly 5,000 ceremonies.</p> <p>As well as upholding its statutory obligations, the Registration Service also offers a number of ‘choose to use’ services such as:</p> <ul style="list-style-type: none"> <li>• A range of alternative ceremonies including renewal of vows; welcoming, commitment and private Citizenship ceremonies</li> <li>• The ‘Tell Us Once’ service for all customers attending to register a death</li> <li>• Commemorative certificates</li> </ul>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>To support the Registration Service to deliver an effective yet sustainable service to the people of Hampshire and beyond, the following two proposals are being considered:</p> <ol style="list-style-type: none"> <li>1. Withdrawal of the weekend market supplement (for ceremony work) paid to staff undertaking additional work outside of their contracted hours, and implementation of associated changes to the resource model to recognise the well-established service delivery model for ceremonies now in place. This includes structured training and continuing professional development for ceremony staff, as well as on-call support to help answer technical queries during weekends and out-of-hours.</li> <li>2. A rationalisation of Service assets (Register offices and ceremony rooms) based on a cost/benefit review. The outcomes of this review may include proposals to close/relocate specific Register Offices which in turn could require workforce changes, including updates to work base and/or contractual changes, to be considered. It is not anticipated at this stage that this review would result in proposals to reduce the number of roles within the Service.</li> </ol> <p>Hampshire Registration Service currently operates from 15 delivery points across a geographically diverse area. Any changes proposed as part of the asset rationalisation are therefore likely to only impact a small percentage of the workforce depending on their work base.</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)

		<b>No, but is planned to be undertaken</b>
--	--	--

**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.

Consultation with staff regarding removal of the market supplement is expected to take place December 2022, and Trade Unions will be engaged as part of the consultation launch. Advice will be sought from HR on the potential withdrawal of the market supplement (as well as any other proposed contractual changes arising out of the review of Service assets) to ensure Hampshire policies are fully observed during every step of the process.

Until the review of Service assets is concluded, and the recommendations known, it is not possible to comment on whether a more detailed 'stage two' consultation on service specific changes may be required. This is because the rationalisation exercise may result in proposals to relocate/close specific Register Offices which could be deemed to impact on the local area and local residents to a level which require prior consultation. Comments and suggestions made as part of any consultation process would be evaluated and used to inform any final decisions taken. This would include a consideration of whether any protected characteristic group would be disproportionately affected by the changes being proposed, as well as whether mitigating action could be taken to minimise any negative impacts.

**Section two: Assessment**

Table 1 Impact Assessment

Protected characteristic (see <a href="#">EIA Guidance</a> 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>Low negative – The age profile of the Registration Service is weighted towards the upper end of the scale with 59% of staff aged 50 or over. The age profile of the 43 members of staff in receipt of a market supplement is more balanced with 9 (21%) aged between 16 and 29, 20 (46.5%) aged between 30 and 49 and 14 (32.5%) aged 50 and over.</p> <p>Until the asset review is completed, and any required workforce changes confirmed, it is not possible to know the true extent of the impact on this protected characteristic, however, there is currently no evidence to suggest that it would be disproportionately affected by removal of the market supplement or by any other workforce changes. If required, stringent criteria would be employed to support any associated decision-making process to ensure</p>



	<p>that individuals are not unfairly disadvantaged because they possess a particular characteristic.</p> <p>In contrast to the statement made above regarding the potential negative impact on this protected characteristic, it should be noted that removal of the market supplement is expected to lead to the removal of the contractual obligation to work at the weekends. This may have a disproportionately positive impact on those with caring responsibilities which could include older members of staff and those with young families.</p>
Disability	Neutral – There are currently two staff members within the Registration Service with a declared disability (1.7%). This compares to 3.9% across the organisation as a whole (as of November 2020). There is, however, no evidence to suggest that this protected characteristic would be disproportionately affected by removal of the market supplement or by any other workforce changes.
Gender Reassignment	Neutral – There is no evidence to suggest that this protected characteristic would be disproportionately affected by removal of the market supplement or by any other workforce changes.
Pregnancy and maternity	Neutral – There is no evidence to suggest that this protected characteristic would be disproportionately affected by removal of the market supplement or by any other workforce changes. Any staff on maternity leave – or paternity or adoption leave – at the point of staff consultation would be afforded the opportunity to engage in the process and would be contacted individually to ensure they are able to participate and ask any questions they might have.
Race	Neutral – There is no evidence to suggest that this protected characteristic would be disproportionately affected by removal of the market supplement or by any other workforce changes.
Religion or belief	Neutral – There is no evidence to suggest that this protected characteristic would be disproportionately affected by removal of the market supplement or by any other workforce changes.
Sex	Low negative – Within the Registration Service, 89% of employees are female and 11% are male. This diverges from HCC as a whole where 76% of employees are female and 24% are male (as of November 2020).

	<p>Until the asset review is completed, and any required workforce changes confirmed, it is not possible to know the true extent of the impact on this protected characteristic, however, there is currently no evidence to suggest that it would be disproportionately affected by removal of the market supplement or by any other workforce changes. If required, stringent criteria would be employed to support any associated decision-making process to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic.</p> <p>In contrast to the statement made above regarding the potential negative impact on this protected characteristic, it should be noted that removal of the market supplement is expected to lead to the removal of the contractual obligation to work at the weekends. This may have a disproportionately positive impact on those with caring responsibilities which could include more women than men.</p>
Sexual orientation	Neutral – There is no evidence to suggest that this protected characteristic would be disproportionately affected by removal of the market supplement or by any other workforce changes.
Marriage & civil partnership	Neutral – There is no evidence to suggest that this protected characteristic would be disproportionately affected by removal of the market supplement or by any other workforce changes.
Poverty	<p>Low negative – The grade profile of staff working for the Hampshire Registration Service is skewed towards the lower grades with 7% at Grade C and 84% at Grade D. Whilst the outcome of the asset rationalisation is not yet known, there is a possibility that it could result in the relocation/closure of specific Register Offices which in turn could lead to increased travel costs for staff members whose main office base has changed. Whilst it is recognised that lower pay does not necessarily equate to poverty, workforce changes at lower grades may have a disproportionate impact in relation to this characteristic.</p> <p>If required, stringent criteria would be employed to support any associated decision-making process to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic. There is also already an expectation for staff within the Service to travel to different offices as part of their current roles.</p>

	Additionally, whilst the removal of the market supplement could disproportionately impact people within this group, the option to provide paid additional ceremony hours at the weekend to supplement their income will remain, subject to business needs.
Rurality	Low negative – Whilst the outcome of the asset rationalisation is not yet known there is a possibility that it could result in the relocation/closure of specific Register Offices which in turn could lead to increased travel costs/times for staff members whose main office base has changed. If required, stringent criteria would be employed to support any associated decision-making process to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic. There is also already an expectation for staff within the Service to travel to different offices as part of their current roles.

**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
N/A	

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

The impact on staff will depend in part on the scope and breadth of changes proposed as part of the rationalisation of Service assets. It is anticipated therefore that further, more detailed EIAs will need to be undertaken once the outcome of this review is

known to better assess the impact on protected characteristics, with appropriate consideration and action taken in respect of their findings.

**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

SP23 Equality Impact Assessment - Registration Services workforce and asset changes– service users

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Sophia Vowels/ Jane Bartlett	CCBS	Senior Project Officer	<a href="mailto:sophia.vowels@outlook.com">sophia.vowels@outlook.com</a>	03707 798408	10.06.21	3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	<a href="mailto:Emma.noyce@hants.gov.uk">Emma.noyce@hants.gov.uk</a>	03707 79 8373	10.06.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	03707 798946	30.06.21	3

## Section one – information about the service and service change

Service affected	Registration Service
Please provide a short description of the service / policy/project/project phase	The Registration Service is responsible for recording key life events for the people of Hampshire in line with the correct legal procedures. Its statutory functions include the registration of births, deaths, marriages and civil partnerships occurring within Hampshire, alongside other statutory obligations such as conducting Citizenship ceremonies, licensing venues where civil marriage and civil partnerships may be solemnised, and being the custodian of registers (birth, death and marriage) dating back to 1837. It also has a part to play in combating fraud and protecting the public, particularly in helping to prevent forced and sham marriages. The Service registers

	<p>approximately 8,000 births and 10,000 deaths every year and delivers nearly 5,000 ceremonies.</p> <p>As well as upholding its statutory obligations, the Registration Service also offers a number of ‘choose to use’ services such as:</p> <ul style="list-style-type: none"> <li>• A range of alternative ceremonies including renewal of vows; welcoming, commitment and private Citizenship ceremonies</li> <li>• The ‘Tell Us Once’ service for all customers attending to register a death</li> <li>• Commemorative certificates</li> </ul>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>To support the Registration Service to deliver an effective yet sustainable service to the people of Hampshire and beyond, the following two proposals are being considered:</p> <ol style="list-style-type: none"> <li>1. Withdrawal of the weekend market supplement (for ceremony work) paid to staff undertaking additional work outside of their contracted hours, and implementation of associated changes to the resource model to recognise the well-established service delivery model for ceremonies now in place. This includes structured training and continuing professional development for ceremony staff, as well as on-call support to help answer technical queries during weekends and out-of-hours.</li> <li>2. A rationalisation of Service assets (Register offices and ceremony rooms) based on a cost/benefit review. The outcomes of this review may include proposals to close/relocate specific Register Offices which in turn could require workforce changes, including updates to work base and/or contractual changes, to be considered. It is not anticipated at this stage that this review would result in proposals to reduce the number of roles within the Service.</li> </ol>

**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)

	<b>No</b>	
--	-----------	--

**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.

Until the review of Service assets is concluded, and the recommendations known, it is not possible to comment on whether a more detailed ‘stage two’ consultation on service specific changes may be required. This is because the rationalisation exercise may result in proposals to relocate/close specific Register Offices which could be deemed to impact on the local area and local residents to a level which would require prior consultation. Comments and suggestions made as part of any consultation process would be evaluated and used to inform any final decisions taken. This would include a consideration of whether any protected characteristic group would be disproportionately affected by the changes being proposed, as well as whether mitigating action could be taken to minimise any negative impacts.

A separate staff consultation will be held in relation to the removal of the market supplement as well as any other proposed contractual changes which arise out the review of Service assets.

Page 115

**Section two: Assessment**

**Table 1 Impact Assessment**

Protected characteristic (see <a href="#">EIA</a> )	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
--	----------	---------	----------------	-------------------	-----------------	--------------------------------

<b>Guidance for considerations)</b>						
<b>Age</b>			X			Public
<b>Disability</b>			X			Public
<b>Gender reassignment</b>		X				Public
<b>Pregnancy and maternity</b>		X				Public
<b>Race</b>		X				Public
<b>Religion or belief</b>		X				Public
<b>Sex</b>		X				Public
<b>Sexual orientation</b>		X				Public
<b>Marriage &amp; civil partnership</b>		X				Public
<b>Poverty</b>			X			Public
<b>Rurality</b>			X			Public

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>Low Negative – The population of Hampshire is ageing, with increases forecast mainly amongst the older age groups. In 2019, for instance, 227,500 people in Hampshire were aged 70 and above. By 2026 this figure is set to rise by just over 15% to 262,560 people (HCC’s 2019 based Small Area Population Forecasts).</p> <p>It is possible that adjustments to the Service delivery model could result in some customers needing to travel further for a physical appointment which could disproportionately impact those with mobility issues. This group may include older people. Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users, however, it is expected to be low. This is in part due to the fact that customers are only required to visit a Register Office</p>

	<p>for specific and limited reasons, potentially only 2-3 times in their lifetime, making any impact far less significant than if they were required to access a Register Office on a regular basis.</p> <p>This impact would also be partially offset by the temporary Covid-19 easements which mean that it is possible to register a death via telephone appointment rather than needing to visit a Register Office in person. A further legislative change will need to be implemented if this is to become a permanent provision. Domiciliary visits (as well as face-to-face death registration appointments) will also continue to be made available to particularly vulnerable customers upon request.</p> <p>Finally, any changes to the Service delivery model would be underpinned by data and an understanding of future customer need, including the needs of those with a protected characteristic.</p>
Disability	<p>Low Negative – In Hampshire, 84.3% of the population state that their daily activities are ‘not limited’ by a long-term illness or disability, whilst 9.1% are ‘limited a little’ and 6.7% are ‘limited a lot’. The proportion of Hampshire’s population who are ‘limited a lot’ is slightly higher than the average for England (Hampshire Facts and Figures).</p> <p>It is possible that adjustments to the Service delivery model could result in some customers needing to travel further for a physical appointment which could disproportionately impact those with mobility issues. This group may include people with disabilities or a long-term illness. Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users, however, it is expected to be low. This is in part due to the fact that customers are only required to visit a Register Office for specific and limited reasons, potentially only 2-3 times in their lifetime, making any impact far less significant than if they were required to access a Register Office on a regular basis.</p> <p>This impact would also be partially offset by the temporary Covid-19 easements which mean that it is possible to register a death via telephone appointment rather than needing to visit a Register Office in person. A further legislative change will need to be implemented if this is</p>

	<p>to become a permanent provision. Domiciliary visits (as well as face-to-face death registration appointments) will also continue to be made available to particularly vulnerable customers upon request.</p> <p>Finally, any changes to the Service delivery model would be underpinned by data and an understanding of future customer need, including the needs of those with a protected characteristic.</p>
Gender Reassignment	Neutral – Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users. At this time, however, there is no evidence to indicate that this protected characteristic would be disproportionately affected by adjustments to the Service delivery model.
Pregnancy and maternity	<p>Neutral – Due to the nature of the Service, Hampshire Registration continuously comes into contact with new parents who are required to visit an office to register their child/children. This is a legal requirement and should take place within 42 days of the child’s birth.</p> <p>Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users. At this time, however, it is expected that any impact on this protected characteristic would be either neutral or extremely low. New parents are only expected to visit the office once (to register their baby), making any impact far less than if customers/service users were required to access a Register Office on a regular basis. Any changes to the Service delivery model would also be underpinned by data and an understanding of future customer need, including the needs of those with a protected characteristic.</p>
Race	Neutral – Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users. At this time, however, there is no evidence to indicate that this protected characteristic would be disproportionately affected by adjustments to the Service delivery model.
Religion or belief	Neutral – Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service

	users. At this time, however, there is no evidence to indicate that this protected characteristic would be disproportionately affected by adjustments to the Service delivery model.
Sex	Neutral – Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users. At this time, however, there is no evidence to indicate that this protected characteristic would be disproportionately affected by adjustments to the Service delivery model.
Sexual orientation	Neutral – Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users. At this time, however, there is no evidence to indicate that this protected characteristic would be disproportionately affected by adjustments to the Service delivery model.
Marriage & civil partnership	<p>Neutral – Due to the nature of the Service, Hampshire Registration continuously comes into contact with couples looking to get married or form a civil partnership; both at the point of giving notice and/or at the point that their civil marriage or civil partnership is being solemnised.</p> <p>Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users. At this time, however, it is expected that any impact on this protected characteristic would be either neutral or extremely low. Couples are only expected to visit the office for specific and limited reasons, making any impact far less than if customers/service users were required to access a Register Office on a regular basis. Any changes to the Service delivery model would also be underpinned by data and an understanding of future customer need, including the needs of those with a protected characteristic.</p>

Poverty	<p>Low Negative – Hampshire is the 16<sup>th</sup> (out of 152) least deprived Upper Tier Local Authority in England and has 40 neighbourhoods (out of 1,005 in total) which are categorised as being in the 20% most deprived areas in England.<sup>3</sup></p> <p>It is possible that adjustments to the Service delivery model could disproportionately impact on individuals/communities that reside in areas of multiple deprivation. This is because they may find it disproportionately more difficult to access the service if delivery points are moved and/or reduced. Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users, however, it is expected to be low. This is in part due to the fact that customers are only required to visit a Register Office for specific and limited reasons, potentially only 2-3 times in a lifetime, making any impact far less significant than if they were required to access a Register Office on a regular basis. Any changes to the Service delivery model would be underpinned by data and an understanding of future customer need, including the needs of those with a protected characteristic.</p> <p>This impact would also be partially offset by the temporary Covid-19 easements which mean that it is possible to register a death via telephone appointment rather than needing to visit a Register Office in person. A further legislative change will need to be implemented if this is to become a permanent provision.</p>
Rurality	<p>Low Negative – It is possible that adjustments to the Service delivery model could disproportionately impact on individuals/communities that reside in rural areas. This is because these individuals may find it disproportionately more difficult to access the service if delivery points are moved and/or reduced.</p> <p>Until the asset review has been concluded and any recommendations put forward it will not be possible to truly assess the impact any proposed changes may have on service users, however, it is expected to be low. This is in part due to the fact that customers are only</p>

<sup>3</sup> Indices of Multiple Deprivation, Ministry of Housing, Communities and Local Government 2019.

	<p>required to visit a Register Office for specific and limited reasons, potentially only 2-3 times in a lifetime, making any impact far less significant than if they were required to access a Register Office on a regular basis. Any changes to the Service delivery model would be underpinned by data and an understanding of future customer need, including the needs of those with a protected characteristic.</p> <p>This impact would also be partially offset by the temporary Covid-19 easements which mean that it is possible to register a death via telephone appointment rather than needing to visit a Register Office in person. A further legislative change will need to be implemented if this is to become a permanent provision.</p>
--	---

**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
N/A	

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

The impact on service users will depend in part on the scope and breadth of changes proposed as part of the rationalisation of Service assets. It is anticipated therefore that further, more detailed EIAs will need to be undertaken once the outcome of this review is known, with appropriate consideration and action taken in respect of their findings.

**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

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	<a href="mailto:paula.crompton@hants.gov.uk">paula.crompton@hants.gov.uk</a>	07738 312778	05.07.21	V4
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	<a href="mailto:emma.noyce@hants.gov.uk">emma.noyce@hants.gov.uk</a>	0370 779	05.07.21	V4
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 3452	06.07.21	V4

Page 124

## Section one – information about the service and service change

<b>Service affected</b>	<b>Hampshire Archive and Record Service</b>
<b>Please provide a short description of the service / policy/project/project phase</b>	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.
<b>Please explain the new/changed service/policy/project</b>	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 budget efficiencies may be achieved through combining back office



	<p>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)

	<b>No</b>	
--	-----------	--

**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**

<b>Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)</b>	<b>Positive</b>	<b>Neutral</b>	<b>Negative - low</b>	<b>Negative - Medium</b>	<b>Negative - High</b>	<b>Affects staff, public or both?</b>
<b>Age</b>			X			Staff
<b>Disability</b>			X			Staff
<b>Gender reassignment</b>		X				Staff
<b>Pregnancy and maternity</b>		X				Staff
<b>Race</b>		X				Staff

<b>Religion or belief</b>		X				Staff
<b>Sex</b>			X			Staff
<b>Sexual orientation</b>		X				Staff
<b>Marriage &amp; civil partnership</b>		X				Staff
<b>Poverty</b>		X				Staff
<b>Rurality</b>	X					Staff

**Table 2 Geographical impact**

Does the proposal impact on a specific area?

<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>
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 within 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 within 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

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

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Paula Crompton	CCBS	Strategic Manager	<a href="mailto:paula.crompton@hants.gov.uk">paula.crompton@hants.gov.uk</a>	07738 312778	25.06.21	V3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	<a href="mailto:emma.noyce@hants.gov.uk">emma.noyce@hants.gov.uk</a>		30.06.21	V3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 3452	28.06.21	V3

## Section one – information about the service and service change

<b>Service affected</b>	<b>Hampshire Archive and Record Service</b>
<b>Please provide a short description of the service / policy/project/project phase</b>	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. Fees and charges apply to requests for copies of documents, for research to be carried out on behalf of remote customers and for value added services such as talks, workshops, venue hire, fees for reproduction of publications and broadcasting and for professional consultancy.

<p><b>Please explain the new/changed service/policy/project</b></p>	<p>To make budget efficiency savings or generate additional income in order to cover a budget reduction from 2023 onwards.</p> <p>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 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 an EIA 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 new services in addition to the current offers, this will include online pay-per-view access to popular archives, increased contributions from depositors, and provision of paid-for professional services e.g. conservation to external organisations.</p>
---	--

<p><b>Engagement and consultation</b></p>		
<p>The County Council's <i>Serving Hampshire Balancing the Budget</i> 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.</p>		
<p><b>Has any pre-consultation engagement been carried out?</b> (Delete as appropriate)</p>		
	<p>No</p>	



**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.

**Section two: Assessment**

Table 1 Impact Assessment

Protected characteristic	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age			X			Public
Disability		X				Public
Gender reassignment		X				Public
Pregnancy and maternity		X				Public
Race		X				Public
Religion or belief		X				Public

<b>Sex</b>		X				Public
<b>Sexual orientation</b>		X				Public
<b>Marriage &amp; civil partnership</b>		X				Public
<b>Poverty</b>		X				Public
<b>Rurality</b>	X					Public

Table 2 Geographical impact

Does the proposal impact on a specific area?

<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>
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	Visitors over the age of 65 are very well represented in Hampshire's Archives and Local Studies service customer base (47% were aged 65 or over in the last visitor survey undertaken in October 2018). Any changes to fees and charges would apply to all age groups. Access to our collections on site will remain free of charge to all customers. The impact of the proposal has been assessed as low.
Gender reassignment, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual Orientation, Marriage and Civil Partnership	<p>In the most recent visitor survey in October 2018, although this was a snapshot survey we feel that the respondents to this were representative of our client base, from this 14% of visitors recorded that they had a disability and information given regarding postcodes gives a strong indication that a significant number of respondents show that archive users come from those socio-economic groups that are not experiencing poverty.</p> <p>The income-generating measures will extend the range of services offered (e.g., consultancy, digitisation) and make a significant contribution towards sustaining the services for the benefit of our customers now and in the future. Savings may result in some reductions in aspects of the overall service, such as opening hours; however, digital access to collections will help mitigate this.</p> <p>Any increase to fees and charges will have an impact on all Service users who will continue to be signposted to both free and paid for services. With the range of income generating opportunities and the mitigation outlined above, the impact for these protected groups is therefore assessed as neutral.</p>
Disability	<p>The service has also introduced online events and activities which enable those who are living with disabilities to access events from home more easily and avoid the need to travel which could be both physically and mentally challenging for some individuals. In this instance it is felt that the online access will have a positive impact on those who identify with this category.</p> <p>Those who choose to travel and who hold a blue badge are able to book a free parking space which is easily accessible to the Records Office.</p>
Poverty	<p>The service does not currently, as a matter of course, seek to identify specific characteristics regarding our customers.</p> <p>Results from the snap survey undertaken identify that the majority of archive users identify with postcodes which are not understood to be in lower socio-economic groups. While the service</p>

	<p>understands that the new online services may not be accessible to those in this category effort is made to make the services accessible to all.</p> <p>In order not to exclude those individuals/clients who may be experiencing poverty the service offers free access to Hampshire’s Archive collections at the Records office. Appointments can be made in advance of the visit, outlining the information they wish to review to ensure that the best outcome for the individual is achieved as documents are ready for the individual when they arrive. This reduces the time spent searching.</p>
--	--

**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	<p>Hampshire has several rural communities. Internet and broadband services in rural areas have improved significantly over the past few years as a result of investment in infrastructure which means that more people in rural areas have access to digital Archive Services. The service does not have figures relating to what proportion of archive users are in this rural grouping.</p> <p>Customers can access a range of Archive Services online such as talks and requests for digital archive information. The range of online Archive services are being developed as an alternative for provision of physical services and information.</p>

	A key income strand will be derived from the online pay-per-view service. This will provide wider and easier access to popular records for the benefit of all customers in addition to the free access to the archives. Charges for digital services may offset travel costs for customers who will no longer need to travel to Winchester to access Archives Services or to receive archive information by post.
--	---

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

Additional information – further EIA to be completed following reviews/ impact assessments/ proposals developed, any consultations, unions etc to ensure the impact on groups with protected characteristics are considered fully.
--

**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:

--

SP23 Equality Impact Assessment - Library Service income generation – service users and staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Emma Evans	CCBS	Business Operations Manager	<a href="mailto:Emma.evans@hants.gov.uk">Emma.evans@hants.gov.uk</a>	0370 779 8303	23.06.21	V3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director: Culture and Information Services	<a href="mailto:Emma.noyce@hants.gov.uk">Emma.noyce@hants.gov.uk</a>	0370 779 8373	23.06.21	V3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	30.06.21	V3

## Section one – information about the service and service change

Service affected	Library Service
Please provide a short description of the service / policy/project/project phase	The County Council's Library Service is one of the largest in the country, with over 5.1 million visits per year and over 5 million book issues per year. The Library Service currently generates income from a number of sources, including fines and charges; events and activities; plus room hire and long-term leases within its buildings. Around £1.1 million was generated during 2018/19 financial year from these sources (2020/21 figures have been impacted by COVID-19 therefore previous financial year figures have been used as a baseline). The Library Service believes there is potential to generate an additional income to offset costs from these sources and from other income generating opportunities.

	<p>A core Library book-lending service is offered free of charge at the point of delivery. Library Service customers can also access a range of services online, including digital borrowing of eBooks and eAudio; online reservations of stock; and online payment of fines and charges.</p>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>Alongside potential operational changes and efficiencies, the Library Service will continue to seek ways to generate new income to offset costs. The majority of income generation opportunities are business and partnership-focused, such as long-term leases, room hires and sponsorship. Other opportunities are focused on increasing income from events and activities.</p> <p>Proposed changes to increase income include;</p> <ul style="list-style-type: none"> <li>- increasing the income generated through room hire and leases within council-run libraries;</li> <li>- reviewing current fees and charges (e.g. for printing and photocopying, learning activities and other events), and;</li> <li>- encouraging fundraising, sponsorship and donations, including piloting 'friends' groups' in local communities.</li> </ul> <p>During 2020/21 in response to community needs while the library network was unable to open as normal, a Ready Reads service (we select, you collect) was introduced, initially this was a free service to enable our customers to access our services. Once the libraries are able to open normally it is anticipated that the Ready Reads Service will transition to a paid for service.</p> <p>For staff, this will be a new approach with a fresh commercial context. We will be supporting staff with training on commercial themes and working with a group that will allow us to build on existing processes and build new infrastructure to support this activity.</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)

Yes		
-----	--	--

**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.

During the last 20 months significant work has been undertaken regarding the Library Service and how this can be remodelled in order to make necessary savings whilst still maintaining a full and effective service. In January 2020 a Public Consultation was launched from which around 28,000 responses were received through a variety of mediums including: email, letter, telephone, social media and face to face during Consultation drop-in sessions.

From these, 70% of respondents agreed that the Library Service needs to adapt to respond to the changing needs placed upon it. Further to this 83% of respondents agreed that the Library Service should investigate options to generate income.

The Consultation demonstrated support from residents to: adapt to meet changing demands placed on the Library Service; explore different ways to deliver services in deprived communities; investigate options to generate income in order to contribute to the running of the Service and to identify ways of making delivery efficiencies.

In addition to the proposals for generating income outlined in the Consultation, respondents were given an opportunity to submit ‘further comments’ about the options proposed, 2,108 such comments were received. The two most frequently offered were those already proposed by the Library Service, hiring out spaces to organisations, groups and businesses or partnering with other services, such as the Post Office (30% of comments) and 29% of comments were regarding increasing the number of paid-for services.

**Section two: Assessment**



Table 1 Impact Assessment

Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age		X				Both
Disability		X				Both
Gender reassignment		X				Both
Pregnancy and maternity		X				Both
Race		X				Both
Religion or belief		X				Both
Sex		X				Both
Sexual orientation		X				Both
Marriage & civil partnership		X				Both
Poverty		X	X			Staff: Neutral; Public: Low
Rurality		X				Both

**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	

Page 142

**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>Library services are traditionally accessed more by children and families and by older people. 33% of borrowers are aged 0-17 (above the Hampshire average of 21%) and 32% are over 60 (above the Hampshire average of 25%). As such, these groups would be affected more by any changes than the population as a whole.</p> <p>A core Library book-lending service will continue to be offered free of charge at the point of delivery as part of the statutory library offer.</p> <p>Income generation opportunities for the library service for library users will include suggested donations for certain activities such as reading challenges. Other income generating opportunities</p>

	<p>will include, but not be limited to, suggested donations, ticketing for events and course fees for selected courses.</p> <p>It is recognised that the older age group may consider costs in association with the library service to not be in line with their generation viewpoints. However, the service intend to ensure there is a narrative supplied to explain the nature of any income request as well as ensuring staff are well briefed and able to speak to customers about this.</p> <p>Families can enjoy accessing many elements of the library service without cost, including book lending and activities to support speech and language such as Storytime and Rhymetime.</p> <p>The majority of income generation opportunities are business- and partnership-focused, such as long-term leases, room hires and sponsorship. Other opportunities are focused on increasing income from events and activities. Any changes to charges would apply to all age groups.</p> <p>Any increase in fees and charges may have an impact on Service users, although this is deemed to be neutral, likewise any changes in the increase in room hire and events and activities may impact on staff, although this is also deemed to be neutral as it will be met within staff capacity and existing roles</p> <p>31% of Library Service staff are aged 55 and over, compared with 27% for Hampshire County Council so there is a slightly higher percentage of over 55s employed within the library service. There would be no expectation to change contracts or working patterns for the purpose of this work, however opportunities may arise for additional hours but on a voluntary basis.</p>
Disability	<p>A core Library book-lending service will continue to be offered free of charge at the point of delivery. The Library service is satisfied that there is a strong core offer that will not affect customers using the library that have a disability and indeed their carers are also considered in this. As a Library Service support in branch will continue to be offered to all those that require adjustments to access the service and this is not affected by the plans to strengthen the commercial outlook through income generation.</p> <p>For room hire, the service would be happy to build in additional time required for anyone who requests this in line with a recognised disability. Within the room hire policy the service have a set rate for room hire rates and also have a concessionary rate for organisations that are a registered charity.</p>

	<p>Opportunities to generate income through leases to support co-location or out-of-hours use by partner organisations may have a positive impact by increasing the availability of services for customers with this protected characteristic; such services would be positive prospective partners due to their fit with the Library Service Strategy to 2025.</p> <p>There would be no expectation to change staff contracts or working patterns for the purpose of this work, however opportunities may arise for additional hours but on a voluntary basis. Therefore, the impact on staff is also assessed as neutral.</p>
Gender Reassignment	There is not considered to be any impact in regard to people, service users or staff, that are going through or have been through gender reassignment. Any and all parts of the library service are accessible with no limitation based on gender reassignment.
Marriage and Civil Partnership	There is not considered to be any impact in regard to people, service users or staff, that are married or in a civil partnership. Any and all parts of the library service are accessible with no limitation based on marital status.
Pregnancy and Maternity	<p>Families can enjoy accessing many elements of the library service without cost including book lending and activities to support speech and language such as Storytime and Rhymetime. Consideration around access requirements is taken at a service wide level to ensure that all of customers can successfully use the library space.</p> <p>Opportunities to generate income through leases to support co-location or out-of-hours use by partner organisations may positively impact on pregnancy and maternity by increasing the availability of services to customers with these protected characteristics; such services would be positive prospective partners due to their fit with the Library Service Strategy to 2025.</p> <p>Any potential low-negative impact on staff with this protected characteristic, such as potential longer/less regular shift patterns to support out of hours use (which may impact on attendance of pre-natal appointments, or which may be more tiring, for example), would be taken into consideration in assessing the viability of such opportunities, so that individual staff are not negatively impacted.</p> <p>There would be no expectation to change staff contracts or working patterns for the purpose of this work, however opportunities may arise for additional hours but on a voluntary basis. Therefore the overall impact on staff is also assessed as neutral.</p>

Race	<p>There is not considered to be any impacts on individuals, service users or staff regardless of race or ethnic identity.</p> <p>Elements of support required for this, operates via the library service rather than as part of income generation. All activities and events are reviewed for their use of language and inclusive content.</p>
Religion or belief	<p>There is not considered to be any impacts on individuals, service users or staff regardless of religion or belief.</p> <p>Elements of support required for this, operates via the library service rather than as part of income generation. All activities and events are reviewed for their use of language and inclusive content. There is also a consideration in planning of such activities around significant days of celebration within a range of religions.</p>
Sex (gender)	<p>There is not considered to be any impacts on individuals, service users or staff regardless of gender. Operational considerations exist via the wider library service around toilet access etc, rather than as part of income generation. All activities and events are reviewed for their use of language and inclusive content.</p> <p>The Library Service employs 483 staff, of which 87% are female and 13% are male.</p>
Sexual Orientation	<p>There is not considered to be any impacts on individuals, service users or staff regardless of sexual orientation. All activities and events are reviewed for their use of language and inclusive content.</p>
Poverty	<p>Library Service customers can access a range of services online for free as well as the Go Online computer terminals in branch for all requirements they may have for living such as food shopping, applying for Universal Credit and communicating with key services. Free online services include digital borrowing of eBooks and eAudio; online reservations of stock; and online payment of fines and charges.</p> <p>Efforts to increase income generation for the Library Service could disproportionately impact on communities or individuals that reside in areas of multiple deprivation. According to the Indices of Multiple Deprivation (IMD), there are several areas of deprivation in Hampshire within which libraries are situated and could be affected.</p>

	<p>However, the paid Ready Reads offer will be optional, and a core Library book-lending service will continue to be offered free of charge at the point of delivery, therefore the overall impact is deemed to be low.</p> <p>The Ready Reads offer is being reviewed as to area take up and a consideration around metrics that set out socio-economic information, including areas of deprivation and where there are issues with low levels of literacy.</p> <p>Opportunities to generate income through leases to support co-location or out-of-hours use by partner organisations may positively impact on poverty by increasing the availability of targeted services in those communities; such services would be positive prospective partners due to their fit with the Library Service Strategy to 2025.</p> <p>There is not considered to be any impact to staff based on poverty.</p>
Rurality	<p>Some potential challenges for library users living in rural areas may include connectivity issues for online access as well issues with transport to get to a library location. However, in regard to income generation there should be a generally low impact here. A key consideration is around being able to return books. Should online renewal through Spydus not be an option, nor the option to travel to branch, books can be renewed by telephone and indeed fines and charges have the option to be paid this way too.</p> <p>The existing Home Library Service and Good Neighbour schemes are expected to expand to accommodate an increased number of people either unable or unwilling to leave their home, whilst the 'Ready Reads' service offers a way of obtaining physical books through a contactless collection offer and was a mitigating factor through covid, although this may transition into a paid for service. Opportunities to generate income through leases to support co-location or out-of-hours use by partner organisations may positively impact on rural locations by increasing the availability of services in those communities; services that meet community need would be positive prospective partners due to their fit with the Library Service Strategy to 2025.</p> <p>Balancing the noted impacts, the overall impact on customers is assessed as neutral.</p> <p>Any potential low-negative impact on staff in rural locations, such as infrequent public transport to support out of hours use, would be taken into consideration in assessing the viability of such opportunities in those locations, so that individual staff are not negatively impacted. There would be no expectation to change contracts or working patterns for the purpose of this work, however</p>

	opportunities may arise for additional hours on a voluntary basis. Therefore, the impact on staff overall is 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
N/A	

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

A wide range of digital content has been made available through Hampshire Libraries' social media accounts and YouTube channel. This includes Rhymetime, Storytime, book reviews, learning, groups, clubs and other activities. From 23 March to 12 July, Hampshire Libraries' Facebook posts reached over a million users (up 211% on the same period last year); in that same period 281 videos were published and viewed over 100,000 times. Whilst this content does not fully replace the benefits of face-to-face activities taking place in libraries, it offers an alternative way for people to access and participate in library services.

Contactless library services have been expanded and broadened. The existing Home Library Service and Good Neighbour schemes are expected to expand to accommodate an increased number of people either unable or unwilling to leave their home, whilst the 'Ready Reads' service offers a way of obtaining physical books through a contactless collection offer and was a mitigating factor through covid, although this may transition into a paid for service.

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



SP23 Equality Impact Assessment - Library Service budget efficiencies - staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Phil Bowden	CCBS	Strategic Manager: Business and Performance	<a href="mailto:phil.bowden2@hants.gov.uk">phil.bowden2@hants.gov.uk</a>	0370 779 7434	21.06.21	V2
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director Culture and Information Services	<a href="mailto:Emma.noyce@hants.gov.uk">Emma.noyce@hants.gov.uk</a>	0370 779 8373	29.06.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 3452	28.06.21	V2

## Section one – information about the service and service change

Service affected	Library Service
<b>Please provide a short description of the service / policy/project/project phase</b>	<p>The County Council's Library Service is one of the largest and busiest in the country, with nearly 5 million visits and 5 million book issues per year. There are 40 libraries located throughout Hampshire.</p> <p>As part of the Transformation to 2021 (Tt21) programme, the Library Service was required to make £1.76m of annual savings from April 2021 and recommendations to achieve this were approved by the Executive Member for Recreation and Heritage at his Decision Day on 28<sup>th</sup> July 2020. The recommendations included the closure of 8 libraries and an average 20% reduction in opening hours.</p>

	<p>As a result, a consultation process in respect of a restructure of frontline library staff commenced in September 2020, with a revised structure being implemented from May 2021.</p> <p>During this period, the service was required to set its annual budget for 2021/22 by October 2020, and given ongoing consultation, could not make any specific assumptions about staffing structure and associated costs that would be in place from April 2021. The budget was therefore set, taking account of the £1.76m savings.</p> <p>The new staff structure took effect from 1<sup>st</sup> May 2021.</p>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>The Budget Efficiencies opportunity is primarily based on making savings from within current budgets and without significant change to the workforce.</p> <p>It is about ensuring the budget allocation, particularly for Library Service staffing, is accurate and reflective of the workforce in place and the services provided, following the implementation of the Tt21 programme. Any 'surplus' budget will be identified as a savings opportunity.</p> <p>There is no proposal within this workstream for any staff within the structure to have changes to their role or responsibilities.</p> <p>Any further savings identified as a result of staffing efficiencies achieved through the creation of the Culture and Information Services management portfolio may not be known for some time while the management requirement of this service is fully established.</p> <p>In the event of any staff impacts identified as the workstream progresses this EIA will be updated or a further, detailed EIA will be undertaken.</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)

Yes		
-----	--	--

**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.

In 2020 the Library Service undertook a significant consultation which attracted 28,000 responses. This consultation informed the proposals to restructure the customer-facing elements of the Public Library Service. There was significant support for reducing staff costs, including suggestions to “*find the cost savings through reduction of administrative and management staff*”. The Executive Member Decision Report, published in July 2020 committed to a further exercise beyond April 2021 to reduce the scale of the workforce proportionally to match the scale of the Service. Once a full review has taken place and the outcomes are known, more detailed proposals for change as a result of the review maybe put forward. Should there be an impact on staff a consultation may need to be undertaken and HR will be involved.

It is not anticipated that there will be any reduction in the workforce as a result of this workstream. Once the review is completed, any impacts on service users and/or staff will be considered further from an equalities perspective.

**Section two: Assessment**

**Table 1 Impact Assessment**

Protected characteristic (see <a href="#">EIA Guidance</a> 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	The age profile of impacted teams, if applicable, is broadly in line with the County Council as a whole. There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be negative-low. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic.
Disability	7% of Library Service staff have disclosed having a disability, compared with 3.5% for Hampshire County Council.

	There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be negative-low. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic.
Gender Reassignment	Until the review is complete and required workforce changes, if any, are confirmed, it is difficult to know the extent of the impact of this on protected characteristics but there is currently no evidence that it would be disproportionately affected by any workforce changes.
Pregnancy and Maternity	There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be negative-low. Any staff on maternity leave during any period of workforce change would be given the opportunity to engage in relevant consultation and be kept briefed throughout the process. This equally applies to those off on paternity and adoption leave. There is no evidence that this protected characteristic would be disproportionately affected by changes set out in this workstream.
Race	Neutral - There is no evidence that this protected characteristic would be disproportionately affected by this proposal.
Religion or Belief	Neutral - There is no evidence that this protected characteristic would be disproportionately affected by this proposal.
Sex	There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be negative-low. It is recognised that around 90% of staff in the potentially affected groups are women which is different to the wider HCC ratio (24% male, 76% female). Overall, therefore, any changes would have more impact on women in the wider workforce compared to men. The impact has been assessed as low. This impact would be reviewed and subject to amendment if and when any specific proposals are determined. If required, stringent decision-making

	processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic. Engagement and relevant consultation with all staff would be carried out as appropriate, with due regard given to the County Council's HR advice and processes.
Sexual Orientation	Neutral - There is no evidence that this protected characteristic would be disproportionately affected by this proposal.
Marriage and Civil Partnership	Neutral - There is no evidence that this protected characteristic would be disproportionately affected by this proposal.
Poverty	<p>The grade profile of the majority of staff working for the Library Service is towards lower grades (Grade C on HCC salary scale). This grade profile reflects the nature of the roles required within library service. Around 75 % of Library Service staff work part-time. There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be neutral.</p> <p>In the event of any confirmed workforce changes, the impact of factors such as a potential loss of income would be considered further and the assessment reviewed.</p>
Rurality	Until the review is complete and required workforce changes, if any, are confirmed, it is difficult to know the extent of the impact of this on protected characteristics but there is currently no evidence that it would be disproportionately affected by any workforce changes.

**Table 4 Explanation and mitigation for medium and high impacts**

<b>Protected characteristic</b>	<b>Brief explanation of why this has been assessed as having medium or high negative impact</b>	<b>Is there a Geographical impact? If so, please explain -use list below to identify geographical area(s)</b>	<b>Short explanation of mitigating actions</b>
---------------------------------	---	---	--

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
N/A	

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

The changes proposed are not likely to have any impact on service delivery to customers and therefore an EIA has not been undertaken for this group. As more detail and potential impacts of the proposals become known, and if as a result it is necessary, a further EIA will be completed accordingly.

**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



SP23 Equality Impact Assessment – Library Service Winchester Discovery Centre– staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Emma Evans	CCBS	Business Operations Manager	<a href="mailto:emma.evans@hants.gov.uk">emma.evans@hants.gov.uk</a>	0370 779 3827	18.06.21	V3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director Culture and Information Services	<a href="mailto:emma.noyce@hants.gov.uk">emma.noyce@hants.gov.uk</a>	0370 779 8946	22.07.21	V3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	03707 798946	22.07.21	V3

## Section one – information about the service and service change

Service affected	Library Service
<b>Please provide a short description of the service / policy/project/project phase</b>	<p>Winchester Discovery Centre (WDC) is home to Hampshire County Council's (HCC) busiest library with over half a million visitors in 2019-20. It offers a vast range of materials and resources for people of all ages, free internet access, safe community space and a programme of events and activities. HCC has operational responsibility for the whole building.</p> <p>Hampshire Cultural Trust (HCT) operates two galleries in the building, one of which is HCT's flagship exhibition space attracting loaned works/artefacts of international importance. It hosts a rolling programme of exhibitions.</p>

	<p>The Café/Bar offers a food and beverage service operated by HCC's Catering Service (HC3S).</p>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>A new model is proposed for WDC, which transfers operational responsibility for the building from HCC to HCT. HCT will assume responsibility for the cultural programme, premises management and costs, and operate the Café/Bar. Hampshire Libraries will continue to deliver high-performing library services within the building.</p> <p>A refurbishment of the building, funded jointly by HCC and HCT, will include essential maintenance works, interior refurbishment and spatial reorganisation. The capital works will support key objectives for the partnership, including improving the quality and quantity of cultural experiences on offer, and improving the long-term financial sustainability for both organisations through operational efficiencies and improvements to revenue-generating facilities such as the Café/Bar and retail area.</p> <p>This model builds upon existing partnership working and will enable both organisations to realise financial benefits, increase public access and participation, and secure investment at a time of financial challenge. It will secure the long-term financial viability of the site.</p> <p>Whilst the overall staff headcount within the building will remain the same, over time proportionally more staff will be employed by HCT and proportionally fewer by HCC. It is expected that staffing changes will be managed through natural turnover. However, if over time the staffing reductions have not been realised, then formal process will be followed.</p> <p>The Café/Bar is currently operated by Hampshire County Council Catering Services (HC3S). However, it is proposed that the Café/Bar transfers to HCT as part of the partnership agreement. Therefore, all eligible employees who are employed in the Café/Bar by HC3S will automatically transfer from HCC to HCT as part of a formal TUPE process.</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)

Yes		
-----	--	--

**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.

The 2020 Libraries consultation indicated support for the Library Service generating income and making efficiencies through innovative partnerships. The public will see no reduction in services, and it is anticipated that customers will benefit from the growing and diverse cultural programme, as well as the potential to increase public access by extending opening hours and increasing provision.

As this project represents an operational change to the building management and not a change to statutory services, it is unlikely that the proposal will require specific public consultation, although there is potential for engagement with the public on the cultural offer provided by the building.

With regards staff consultation, the project is at an early stage – now that approval to proceed in principle has been given, the service can start to engage colleagues in specific elements of the project. If there is a need (for example, in the proposed TUPE transfer of HC3S staff to HCT), formal staff consultation will take place.

**Section two: Assessment**

**Table 1 Impact Assessment**

Protected characteristic (see <a href="#">EIA Guidance</a> 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		Fareham		New Forest	
Basingstoke and Deane		Gosport		Rushmoor	
East Hampshire		Hart		Test Valley	
Eastleigh		Havant		Winchester	Yes

**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
<b>Age</b>	Although a lower percentage of the workforce at WDC are over 55 compared to the wider Library Service, the changes proposed do not disproportionately affect any age groups, therefore the impact is assessed as neutral.
<b>Disability</b>	5% of Library Service staff have disclosed having a disability, compared with 4.5% for Hampshire County Council. Of the 23 positions based at Winchester Discovery Centre, only one individual has identified themselves as having a disability. It is not anticipated that staff will be required to undertake different activities and reasonable adjustments will

	continue to be made for staff who have declared a disability, where appropriate. Therefore, the impact is assessed as neutral.
<b>Gender reassignment</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Pregnancy and maternity</b>	70% off the workforce at WDC identify as female and 30% identify as male, broadly in line with the wider HCC gender split of 75% female and 25% male. Although it is not anticipated staff will be required to undertake different activities, due to having a significantly higher female workforce, some of whom may fall under this protected characteristic, women may be disproportionately affected. However, the impact is assessed as low overall.
<b>Race</b>	82.6% of WDC staff identified as white, 8.7% identified as BAME (broadly in line with County Council wide figure of 8.1%) and 8.7% have not disclosed. There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Religion or belief</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Sex</b>	70% off the workforce at WDC identify as female and 30% identify as male, broadly in line with the wider HCC gender split of 75% female and 25% male. Although it is not anticipated staff will be required to undertake different activities, due to having a significantly higher female workforce females may be disproportionately affected. However, the impact is assessed as low overall.
<b>Sexual orientation</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Marriage &amp; civil partnership</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.

<b>Poverty</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Rurality</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact 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
N/A	

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

The partnership with Hampshire Cultural trust, including an enhanced cultural offer that will align with Hampshire Libraries' Strategy to 2025 will have a particular focus on supporting literacy in the Early Years (age 0-5). Improvements to facilities (including updates to the lift, public WCs and Changing Spaces toilet), potential increases to the building opening hours and the continued promotion of the building as a safe and welcoming community space will all impact positively on service users.

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:**

A full EIA may be undertaken when the proposal and operating arrangements are clearer, where impacts on staff can be explored in further detail.



SP23 Equality Impact Assessment – Library Service Winchester Discovery Centre – service users

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Emma Evans	CCBS	Business Operations Manager	<a href="mailto:emma.evans@hants.gov.uk">emma.evans@hants.gov.uk</a>	0370 779 3827	18.06.21	V2
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director Culture and Information Services	<a href="mailto:emma.noyce@hants.gov.uk">emma.noyce@hants.gov.uk</a>	0370 779 8373	28.06.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	03707 798946	28.06.21	V2

## Section one – information about the service and service change

Service affected	Library Service
Please provide a short description of the service / policy/project/project phase	<p>Winchester Discovery Centre (WDC) is home to Hampshire County Council's (HCC) busiest library, welcoming over half a million visitors in 2019-20. It offers a vast range materials and resources for people of all ages, free internet access, safe community space and a programme of events and activities. HCC has operational responsibility for the whole building.</p> <p>Hampshire Cultural Trust (HCT) operates two galleries in the building, one of which is HCT's flagship exhibition space, attracting loaned works/artefacts of international importance. It hosts a rolling programme of exhibitions.</p>

	<p>The Café/Bar offers a food and beverage service operated by HCC's Catering Service (HC3S).</p>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>A new model is proposed for WDC, which transfers operational responsibility for the building from HCC to HCT. HCT will assume responsibility for the cultural programme, premises management and costs, and operate the Café/Bar. Hampshire Libraries will continue to deliver high-performing library services within the building. A refurbishment of the building, funded jointly by HCC and HCT, will include essential maintenance works, interior refurbishment, and spatial reorganisation. The capital works will support key objectives for the partnership, including improving the quality and quantity of cultural experiences on offer, and improving the long-term financial sustainability for both organisations through operational efficiencies and improvements to revenue-generating facilities such as the Café/Bar and retail area.</p> <p>This model builds upon existing partnership working and will enable both organisations to realise financial benefits, increase public access and participation, and secure investment at a time of financial challenge. It will secure the long-term financial viability of the site.</p>

Engagement and consultation		
<p>The County Council's <i>Serving Hampshire Balancing the Budget</i> 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.</p>		
<p><b>Has any pre-consultation engagement been carried out?</b> (Delete as appropriate)</p>		
<p>Yes</p>		
<p><b>Describe the consultation or engagement you have performed or are intending to perform.</b> 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.</p>		

The 2020 Libraries consultation indicated support for the Library Service generating income and making efficiencies through innovative partnerships. The public will see no reduction in services, and it is anticipated that customers will benefit from the growing and diverse cultural programme, as well as the potential to increase public access by extending opening hours and increasing provision. As this project represents an operational change to the building management and not a change to statutory services, it is unlikely that the proposal will require specific public consultation, although there is potential for engagement with the public on the cultural offer provided by the building.

With regards staff consultation, the project is at an early stage – now that approval to proceed has been given, the service can start to engage colleagues in specific elements of the project. If there is a need (for example, in the proposed TUPE transfer of HC3S staff to HCT), formal staff consultation will take place.

## **Section two: Assessment**

**Table 1 Impact Assessment**

<b>Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)</b>	<b>Positive</b>	<b>Neutral</b>	<b>Negative - low</b>	<b>Negative - Medium</b>	<b>Negative - High</b>	<b>Affects staff, public or both?</b>
<b>Age</b>	X					Public
<b>Disability</b>	X					Public
<b>Gender reassignment</b>		X				Public
<b>Pregnancy and maternity</b>	X					Public
<b>Race</b>		X				Public

<b>Religion or belief</b>		X				Public
<b>Sex</b>		X				Public
<b>Sexual orientation</b>		X				Public
<b>Marriage &amp; civil partnership</b>		X				Public
<b>Poverty</b>	X					Public
<b>Rurality</b>		X				Public

Table 2 Geographical impact

Does the proposal impact on a specific area?

Area	Yes / no	Area	Yes / no	Area	Yes / no
All Hampshire		Fareham		New Forest	
Basingstoke and Deane		Gosport		Rushmoor	
East Hampshire		Hart		Test Valley	
Eastleigh		Havant		Winchester	Yes

**Section three: Equality Statement****Table 3 Consideration of and explanation for neutral or low negative impacts**

<b>Protected characteristic</b>	<b>Brief explanation of why this has been assessed as having neutral or low negative impact</b>
<b>Gender reassignment</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Race</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Religion or belief</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Sex</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Sexual orientation</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Marriage &amp; civil partnership</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact is therefore assessed as neutral.
<b>Rurality</b>	There is no evidence that this protected characteristic would be disproportionately affected by the proposed HCT Partnership and the impact 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
<b>Age</b>	<p>The partnership with HCT, including an enhanced cultural offer that will align with Hampshire Libraries' Strategy to 2025, will have a particular focus on supporting literacy in the Early Years (age 0-5).</p> <p>WDC already provides dedicated facilities for parents and carers of young children, including baby change areas and nappy disposal. A play gallery specifically designed for children under 5 years will be added to the current Children's Library. The venue offers learning opportunities for school aged children and their families and provides a range of resources to support young people outside of the classroom.</p>
<b>Disability</b>	<p>The venue will continue to bring together broad cross sections of the Winchester community, and provide spaces and events that enable shared experiences. It will continue to be accessible and to provide free leisure and cultural experiences to residents and visitors. Where paid opportunities are offered, free tickets will be available to carers. The venue will continue to provide meeting places for a range of community groups and services, such as Winchester Go LD, who support and connect disabled residents.</p> <p>Improvements to facilities will include updates to the public WCs and Changing Spaces toilet.</p>

<b>Pregnancy and maternity</b>	Potential increases to the building opening hours and the continued promotion of the building as a safe and welcoming community space will impact positively on service users. The partnership with HCT, including an enhanced cultural offer that will align with Hampshire Libraries' Strategy to 2025, will have a particular focus on supporting literacy in the Early Years (age 0-5).
<b>Poverty</b>	Potential increases to the building opening hours and the continued promotion of the building as a safe and welcoming community space will all impact positively on service users. There will be a range of events and activities programmed within the space and these will be offered at different price points, including some which will be free entry. Hampshire Cultural Trust run a huge variety of exhibitions, workshops, classes, events, and projects for both young and old, with particular emphasis on reaching people who are vulnerable or disadvantaged and would not normally be able to access arts and culture.

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

N/A

**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

SP23 Equality Impact Assessment - Library Service Structure review – staff

## EIA writer(s) and authoriser

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Sarah Keeley	CCBS	Transformation Project Manager	<a href="mailto:sarah.keeley@hants.gov.uk">sarah.keeley@hants.gov.uk</a>	0370 779 6749	14.07.21	V2
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director Culture and Information Services	<a href="mailto:emma.noyce@hants.gov.uk">emma.noyce@hants.gov.uk</a>	0370 779 8373	14.07.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	03707 779 8946	14.07.21	V2

## Section one – information about the service and service change

Service affected	Library Service
<b>Please provide a short description of the service / policy/project/project phase</b>	<p>The County Council's Library Service is one of the largest in the country, with over 5.1 million visits per year and over 5 million book issues per year.</p> <p>Transformation to 2021 (T21) saw a large-scale review of Hampshire's Library Service, reducing to 40 public libraries, open for 1,216 hours per week. As a result of this the Library Team Assistants (LTAs) went through a Staff Consultation and reduced from 166 full time equivalents (FTE) to 149 FTE.</p> <p>The LTAs are managed and supported by 32 Library Team Managers (LTM) (28.78 FTE) and 9 (6.73 FTE) Administration Officers. The roles are currently split across 5 geographical areas and 9 clusters for the purpose of rostering.</p>



<p><b>Please explain the new/changed service/policy/project</b></p>	<p>As part of the T21 Transformation Programme, which largely affected customer-facing LTA roles, it was recognised that a further phase of review would be required to ensure the impacts of these changes on management and support staff was managed. The reduction in scale of the Service in terms of number of branches and staff management responsibilities has led to an uneven split of responsibilities across the management and support teams, and a potential surplus of staff in some areas. For SP23 it is initially proposed to carry out a full review of the LTM role, considerations so far include:</p> <ul style="list-style-type: none"> <li>- Some potential FTE reductions, specifically to include the FTE reductions relating to the Winchester Discovery Centre (WDC) Project.</li> <li>- A review of the role and responsibilities in the role profile</li> <li>- More even split of direct reports</li> <li>- More even split of Libraries (currently identified by Tier and number of hours open)</li> <li>- Review of Saturday working and None Working Days</li> <li>- Future Working</li> </ul> <p>Further phases will look at other areas of the Service, including Admin Support staff. The primary focus of the review is Service Improvement, with any savings related to staff reductions expected to be through voluntary measures. Firstly, through Vacancy Management, and if necessary Voluntary Redundancies.</p>
---	---

<p><b>Engagement and consultation</b></p>		
<p>The County Council's <i>Serving Hampshire Balancing the Budget</i> 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.</p>		
<p> </p>		
<p><b>Has any pre-consultation engagement been carried out?</b> (Delete as appropriate)</p>		
<p><b>Yes</b></p>	<p> </p>	<p> </p>

**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.

In 2020 the Library Service undertook a significant consultation which attracted 28,000 responses. This consultation informed the proposals to restructure the customer-facing elements of the Public Library Service. There was significant support for reducing staff costs, including suggestions to “*find the cost savings through reduction of administrative and management staff*”. The Executive Member Decision Report, published in July 2020 committed to a further exercise beyond April 2021 to reduce the scale of the workforce proportionally to match the scale of the Service.

LTM and Admin Officers have been involved in initial discussions on what the Review may look like, with Library Team Managers and Admin Officers completing a task survey and preparing to participate in a Time and Motion Study. Area Managers are continuing these conversations with their teams and a formal Staff Consultation is expected to take place Autumn/Winter 2021, which would be undertaken in line with the County Council’s HR advice, policies and procedures.

**Section two: Assessment****Table 1 Impact Assessment**

Protected characteristic (see <a href="#">EIA Guidance</a> 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

<b>Race</b>		X				Staff
<b>Religion or belief</b>		X				Staff
<b>Sex</b>			X			Staff
<b>Sexual orientation</b>		X				Staff
<b>Marriage &amp; civil partnership</b>		X				Staff
<b>Poverty</b>		X				Staff
<b>Rurality</b>		X				Staff

Table 2 Geographical impact

Does the proposal impact on a specific area?

<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>
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**

<b>Protected characteristic</b>	<b>Brief explanation of why this has been assessed as having neutral or low negative impact</b>
<b>Age</b>	Although the proposed changes are not likely to have any specific impacts on individuals depending on their age, it is recognised that 35% of the workforce are over 55 (32% 55-64 and 3% over 65), this is slightly lower than the average across Public Libraries (38%) but higher than across the CCBS department (28%). Due to the approach of the review focusing on Service Improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be a specific impact on this protected characteristic. However, if the redundancy route is required (voluntary or compulsory) consideration will be needed of the impacts to individuals who are over 55, therefore an impact has been identified but is assessed as low as this is unlikely.
<b>Disability</b>	8% of individuals in the Library Team Manager and Admin Officer cohort are identified as having a disability, this is higher than across Public Libraries (5%) and CCBS (3%). However, due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be a specific impact on this protected characteristic.
<b>Gender reassignment</b>	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
<b>Pregnancy and maternity</b>	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
<b>Race</b>	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic. Currently no staff have identified as BAME within the Library Team Manager and Admin Officer cohort.

<b>Religion or belief</b>	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
<b>Sex</b>	Although the proposed changes are not likely to have any specific impacts on women compared to men, it is recognised that 92% of staff in the Library Team Manager and Admin Officer cohort are women. In addition, 38% of the workforce are part-time, all of which are female. Therefore, overall the changes will have slightly more impact on women in the wider workforce compared to men, though this is assessed as low.
<b>Sexual orientation</b>	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
<b>Marriage &amp; civil partnership</b>	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
<b>Poverty</b>	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic. However, it is recognised that there may be an impact on travel costs if a change of work base/location is required, the review only includes staff on Grades D and E and will seek to minimise the impact of this, therefore Poverty is assessed as Neutral.
<b>Rurality</b>	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.

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
N/A	

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

An EIA specific to the Winchester Discovery Project has been undertaken. This review effects internal staff only and is not expected to impact on the public, any effects to the public would be a service improvement as the customer facing teams would be better supported.

**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

**SP23 Equality Impact Assessment – CCBS Recreation and Heritage Community Fund Efficiencies - service users**

**EIA writer(s) and authoriser**

No.		Name	Department	Position	Email address	Phone number	Date	Issue
1	Report Writer(s)	Issy Feltham	CCBS	Transformation Manager	<a href="mailto:Issy.feltham@hants.gov.uk">Issy.feltham@hants.gov.uk</a>	0370 779 2369	18.06.21	V2
2	EIA authoriser	Patrick Blogg	CCBS	Deputy Director Transformation and Business Management	<a href="mailto:Patrick.blogg@hants.gov.uk">Patrick.blogg@hants.gov.uk</a>	0370 779 1968	18.06.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	<a href="mailto:eia.ccbs@hants.gov.uk">eia.ccbs@hants.gov.uk</a>	0370 779 8946	18.06.21	V2

**Section one – information about the service and service change**

<b>Service affected</b>	<b>Recreation and Heritage Community Fund in Hampshire providing one-off revenue and capital grant awards to community and cultural organisations.</b>
<b>Please provide a short description of the service / policy/project/project phase</b>	The grants scheme provides funding for community and cultural organisations in Hampshire, through revenue or capital support from the Recreation and Heritage Community Fund, to enable them to provide a benefit to their local community. The grant scheme was established in 2019/20, moving from ongoing grant funding to organisations through the separate Culture and Recreation Investment Fund and Community Investment Fund, to one-off awards via the newly created Recreation and Heritage Community Fund as an amalgamation of the Culture and Community Activity Grants and the Community Buildings Capital Fund, both of which also offered one-off awards. The new Fund supports applications that provide community benefit. The

	<p>support provided by the grant scheme includes funding for events and activities for the local community, revenue funding for community organisations, and capital project funding such as building improvements to cultural and community venues.</p>
<p><b>Please explain the new/changed service/policy/project</b></p>	<p>Over recent years, the grants budget has decreased in line with the budget reductions for the County Council. This led to a managed reduction in the numbers and value of awards through the previous Culture and Recreation Investment Fund and Community Investment Fund, and subsequently to the establishment of the Recreation and Heritage Community Fund for one-off projects only. From 2021/22 the proposal is to transfer £230,000 of the community grant funding annual budget from the CCBS Recreation and Heritage Community Fund over to the Leaders' and Members Grant Funds, as a permanent commitment. This will enable cultural and community organisations who wish to apply for grant support, to continue to do so through direct application to the organisations' local County Councillor Grant scheme. The remaining £600,000 from the Recreation and Heritage Community Fund will be given up as an SP23 saving with effect from 1<sup>st</sup> April 2023.</p>

<p><b>Engagement and consultation</b></p>	
<p>The County Council's <i>Serving Hampshire Balancing the Budget</i> 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.</p>	
<p><b>Has any pre-consultation engagement been carried out?</b></p>	
<p>(Delete as appropriate)</p>	
	<p>No</p>
<p></p>	
<p></p>	
<p><b>Describe the consultation or engagement you have performed or are intending to perform.</b></p>	
<p>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.</p>	



Due to the substantial number of community groups in Hampshire, historically there has been minimal direct promotion or engagement about community grants funds. Information is instead provided through the CCBS Grants [web pages](#) on the Hampshire County Council website and via signposting through organisations such as Councils for Voluntary Services. Therefore, there are no plans to communicate out the upcoming change in community grant funding widely. However, the community organisations that will be receiving funding from the Recreation and Heritage Investment Fund in 2021/22 will be notified once the new process of applying for grant funding is known, should they wish to apply for grant support in future years. Additionally, any cultural or community organisations in Hampshire who get in touch directly with CCBS Grants staff about grant funding, will be signposted to other internal and external sources of funding and advice.

Table 1 Impact Assessment

Protected characteristic (see <a href="#">EIA Guidance</a> for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age			X			Public
Disability			X			Public
Gender reassignment		X				Public
Pregnancy and maternity			X			Public
Race		X				Public
Religion or belief		X				Public

<b>Sex</b>		X				Public
<b>Sexual orientation</b>		X				Public
<b>Marriage &amp; civil partnership</b>		X				Public
<b>Poverty</b>			X			Public
<b>Rurality</b>		X				Public

**Table 2 Geographical impact**

Does the proposal impact on a specific area?

<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>	<b>Area</b>	<b>Yes / no</b>
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>Reduced funding opportunities may lead to a delay in cultural and community projects under development while alternative funding sources are identified and secured. In the case of the four community organisations still supported with ongoing revenue funding, reduced funding may lead to a community organisation reducing or withdrawing some of its targeted activities for a variety of age groups who use the facility for activities such as programmes and community clubs for older people, or activity groups and clubs for younger people. The population forecast for Hampshire estimates that the ageing of Hampshire's population is set to continue across the county with the Small Area Population Forecasts suggesting that by 2025 almost 23.3% of Hampshire's population will be aged 65 or older, 12.3% aged 75 or older and 3.8% aged 85 or older. This may indicate a potential increase in the demand for cultural or community organisations to offer activities for older people. Reduced funding may lead to reduced ability of organisations to implement capital improvements such as building extensions and new community facilities for children, families and/or older people.</p> <p>However, organisations will still have the opportunity to apply for grant support to pump-prime activities through their local County Councillor Grant fund.</p> <p>This has been assessed as a low negative impact due to the ability of the cultural or community organisation to seek alternative funding either through their local County Councillor Grant scheme to enable to continue providing activities for this group, or for other funding sources outside of the County Council for more significant capital improvement projects.</p>
Disability	<p>Reduced funding opportunities may lead to a delay in cultural and community projects under development, including accessibility improvements, while alternative funding sources are identified and secured. In the case of the four community organisations still supported with ongoing funding for 2021/22, any change in funding beyond this may lead to the community organisation reducing or withdrawing its targeted activities for people with disabilities, such as development and training opportunities or community clubs. However, organisations will still have the opportunity to apply for grant support through their local County Councillor Grant fund.</p>

	This has been assessed as a low negative impact due to the ability of the cultural or community organisation to seek alternative funding either through their local County Councillor Grant scheme to enable to continue providing activities for this group, or for other funding sources outside of the County Council for more significant capital improvement projects.
Gender reassignment	This has been assessed as a neutral impact because the proposed change to the grant fund service is not expected to have a negative impact on this protected characteristic, due to the ability of any cultural or community organisation in Hampshire who may be supporting groups in this particular characteristic, to seek alternative funding either through their local County Councillor Grant scheme.
Pregnancy and maternity	<p>Reduced funding opportunities may lead to a delay in cultural and community projects under development while alternative funding sources are identified and secured. In the case of the four community organisations still supported with ongoing revenue funding, reduced funding may lead to the community organisation reducing or withdrawing its targeted activities for groups who use the facility such as parenting support groups, or parent and toddler groups.</p> <p>This has been assessed as a low negative impact due to the ability of the cultural or community organisation to seek alternative funding through their local County Councillor Grant scheme, to enable to continue providing activities for this group.</p>
Race	This has been assessed as a neutral impact because the proposed change to the grant fund service is not expected to have a negative impact on this protected characteristic, due to the ability of any cultural or community organisation in Hampshire who may be supporting groups in this particular characteristic, to seek alternative funding either through their local County Councillor Grant scheme.
Religion or belief	This has been assessed as a neutral impact because the proposed change to the grant fund service is not expected to have a negative impact on this protected characteristic, due to the ability of any cultural or community organisation in Hampshire who may be supporting groups in this particular characteristic, to seek alternative funding either through their local County Councillor Grant scheme.
Sex	This has been assessed as a neutral impact because the proposed change to the grant fund service is not expected to have a negative impact on this protected characteristic, due to the ability of any cultural or community organisation in Hampshire who may be supporting groups in

	this particular characteristic, to seek alternative funding either through their local County Councillor Grant scheme.
Sexual orientation	This has been assessed as a neutral impact because the proposed change to the grant fund service is not expected to have a negative impact on this protected characteristic, due to the ability of any cultural or community organisation in Hampshire who may be supporting groups in this particular characteristic, to seek alternative funding either through their local County Councillor Grant scheme.
Marriage & civil partnership	This has been assessed as a neutral impact because the proposed change to the grant fund service is not expected to have a negative impact on this protected characteristic, due to the ability of any cultural or community organisation in Hampshire who may be supporting groups in this particular characteristic, to seek alternative funding either through their local County Councillor Grant scheme.
Poverty	<p>This has been assessed as a low negative impact because of the low numbers of cultural and community organisations in deprived districts of Hampshire who may want to apply for Grant funding to support either revenue activities or capital improvement projects. There is also continued support being provided in 2021/22 for four community organisations delivering neighbourhood services in some of the most deprived wards in Hampshire, through the Recreation and Heritage Community Fund.</p> <p>Community organisations in deprived districts may be less likely to have access to alternative sources of funding such as Parish Councils or local fundraising efforts from members of the community, Also, reduced availability of funding for organisations may lead to a reduction or withdrawal of services for people on low income or who are unemployed. However, these organisations will still be able to apply for Grant funding through the local County Councillor Grant scheme. Any organisation contacting CCBS staff who administer the current grants scheme will be advised about accessing external grants or other funding opportunities. CCBS will continue to provide staff resource to administer open awards through to completion. From the current application process and criteria, organisations will already have been aware that funding has only been short term i.e., for 1 financial year, and so they will have applied on this basis.</p>
Rurality	This has been assessed as a neutral impact because the proposed change to the grant fund service is not expected to have a negative impact on this protected characteristic due to the

	ability of any cultural or community organisation in Hampshire who may be supporting groups in this particular characteristic, to seek alternative funding either through their local County Councillor Grant scheme. Additionally, the County Council currently runs a Rural Community Grant, that rural cultural and community organisations could apply for if their proposal fits the criteria, which includes supporting projects or initiatives that will help build community resilience and / or encourage self-help in rural areas.
--	--

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
N/A	

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

The Demand Management and Prevention Change Unit in Adults Health and Care will be ceasing their countywide and local solutions grant awards (targeted to those most at risk of needing social care) on or before 31 March 2023, as an SP23 savings opportunity. We believe there is no overlap with the applications that are funded from the CCBS Recreation and Heritage Community Fund, and therefore see no impact on the CCBS proposal to give up £600,000 as an SP23 savings opportunity.
--

There are two members of staff who currently administer the Community Grants Funds in CCBS and undertake work areas unrelated to the grants process. Some staff resource will continue to be required for a number of years to administer open awards that have not yet been completed. Therefore, following the transfer of grants over to the Leader's and Members Grant Funds from 2021/22, it is expected that these members of staff will be unaffected by the proposed change.

Smaller cultural or community organisations (in particular, those under pressure due to Covid-19) may be impacted more greatly by the reduction in available funding. The organisations most likely to be adversely affected by this change are cultural or community organisations who are seeking significant capital investment for buildings, where for example a building extension provides increased space which can be let, to generate income for the organisation. In these cases, organisations would instead have to seek alternative funding sources outside of the County Council, and there is guidance available on the County Council website [grant pages](#) to support them to do so. Those organisations seeking smaller one-off, or pump priming funding support are less likely to be affected by this change as they can apply to the local County Councillor Grant scheme.

In 2019/20 there were 93 applications to the Recreation and Heritage Community Fund, with the value of the 57 grants awarded totalling £520,000. Other awards were made to community organisations during 2019/20 financial year, but they were awarded from a separate Legacy Investment Fund which has been phased out. Due to Covid-19, the Recreation and Heritage Community fund was not re-opened during 2020/21, but four community organisations delivering neighbourhood services in some of the most deprived wards in Hampshire have continued to be supported through the Recreation and Heritage Community Fund. In January 2021, applications for 2021/22 grant funding were received from two of these organisations, King Arthur's Way Community Association (previously known as Alamein Community Association) and Wecock Community Association. Both associations are within the top 15% most deprived areas in Hampshire, and their applications were approved. This position has been agreed until the end of the 2021/22 financial year. The two remaining organisations have not yet submitted applications for grant support for 2021/22. From 2022/23, these four organisations will be signposted to apply directly for grant support through the Leader's Grant scheme.


## 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







# Developing a Cultural Strategy for Hampshire County Council

---

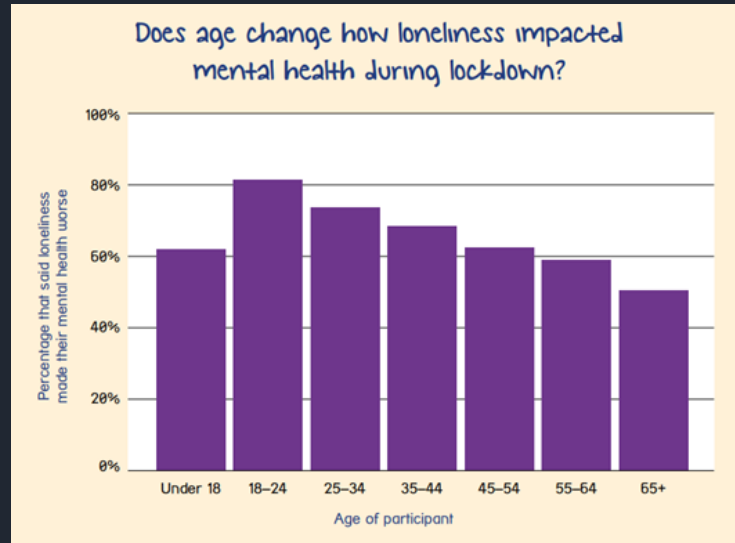
Emma Noyce

Assistant Director – Culture and Information  
Services





# Culture, place and wellbeing

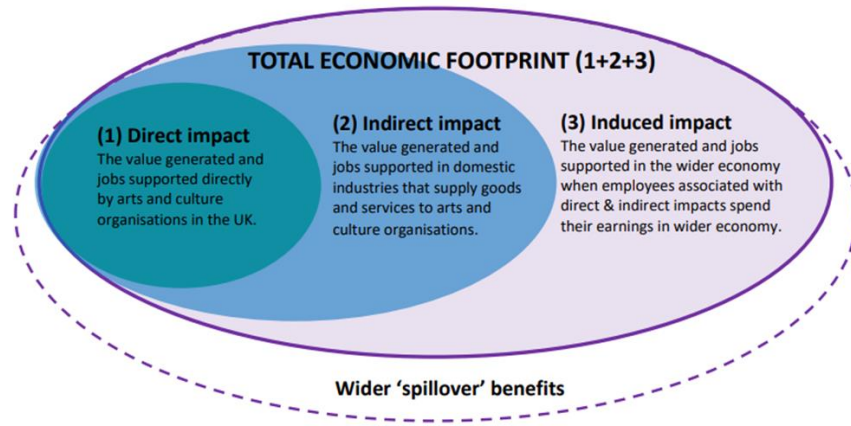


## The role of culture in placemaking:

- Tackling disadvantage and social isolation
- Raising levels of aspiration and educational attainment
- Creating stronger, more cohesive communities
- Improving people's health and wellbeing.



Figure A: Diagram illustrating total economic footprint

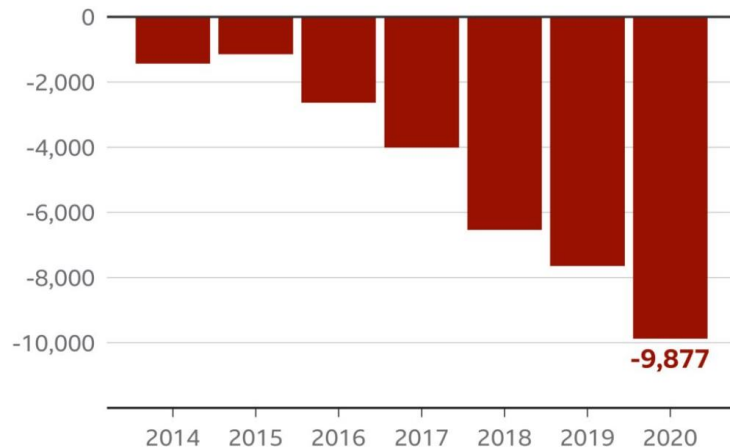


Source: Cebr analysis

Page 191

### 2020 saw almost 10,000 stores disappear

Net change between opening and closures



Source: PWC, Local Data Company



# The economic importance of culture

- In 2020 there were some 8,840 culture and creative businesses in Hampshire, or 12.3% of all local business units.
- In 2019 total employment stood at 33,750 people or 5.3% of workplace-based employment in Hampshire & the Isle of Wight.
- Apportioning regional GVA by employment share implies that culture & creative industries generated at least **£2.8bn** to Hampshire's GVA in 2019.
- The number of culture and creative local business units in Hampshire increased by nearly 2,500 since 2010 or over 60%, and total employment increased by 810 between 2015 and 2019.



# Our developing strategy:



DIRECT  
DELIVERY



OUR EXTENDED  
ORGANISATION



WORKING IN  
PARTNERSHIP

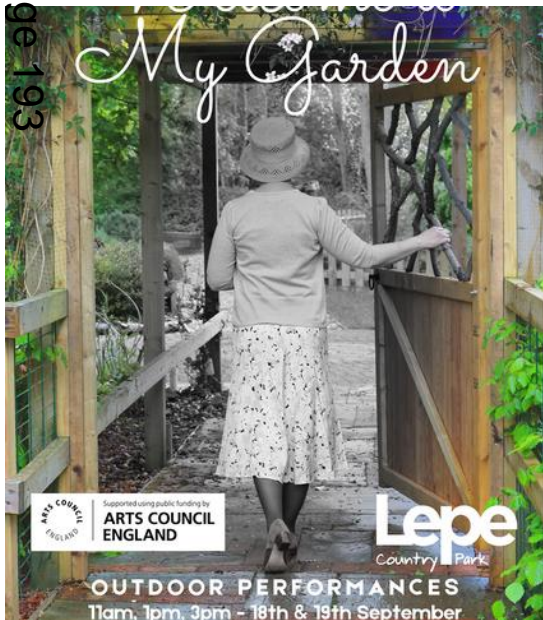




Promoting reading

Investing in digital services

Supporting healthy, creative communities

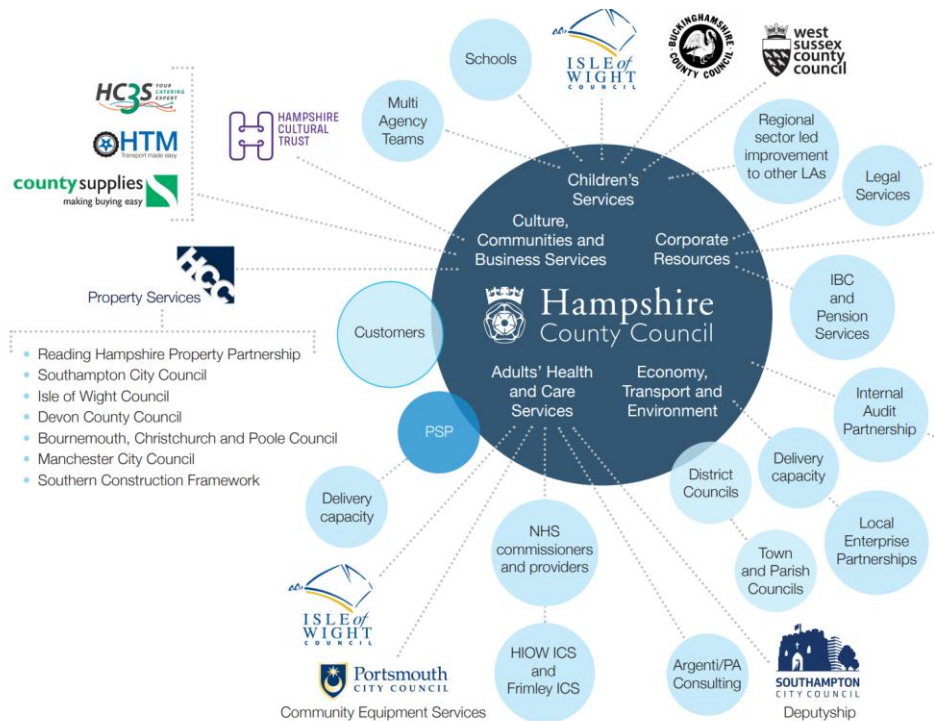


## Direct Delivery

- Direct delivery of cultural events and activities to support healthy, creative communities
- Better integration of cultural offer across HCC to increase participation and improve customer experience
- Increased sustainability of cultural activities – income and grants
- Expansion of digital offer alongside face-to-face events



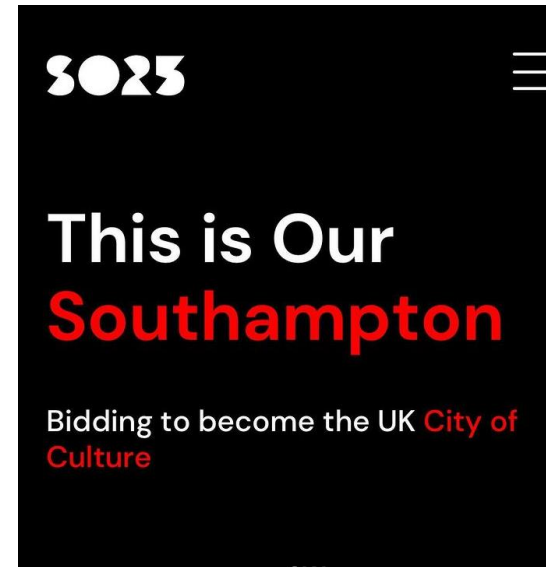
A place for  
**ARTS & CULTURE**  
**READING**  
**COMMUNITY**  
 under one roof



## Our extended organisation

- Continuing partnership with HCT
- Grant maintained at existing levels to 2025
- Delivery of WDC partnership – Spring 2022
- Working collaboratively to explore new opportunities





Page 195



## Working in partnership and enabling others

- Working with Districts and Boroughs to support development of place-based cultural strategies
- Working with the Arts Council and other agencies to strengthen partnerships and areas of focus
- Administering Leader's Grant Scheme and working together with partners to access new funding streams
- Providing specialist skills and support (eg property services)





## Next steps

- Wider engagement and input
- Development of strategic aims and action plan
- Return to Select Committee and EM for sign off





HAMPSHIRE  
CULTURAL  
TRUST

Page 197

Agenda Item 8

**HCC Select Committee - 21 September 2021**

# Agenda

---

- About us
- Response to COVID-19
- Highlights and performance 2020-21
- Looking ahead

# Our venues



## Strategic core

---

Page 200





# Strategic goals

---

## GOAL ONE

---

To provide high-quality programmes and venues that engage diverse audiences and inspire local pride

## GOAL TWO

---

To improve wellbeing, health and happiness through cultural experiences

## GOAL THREE

---

To deliver a financially sustainable future for culture in Hampshire, contributing to the local economy and building stronger communities

## GOAL FOUR

---

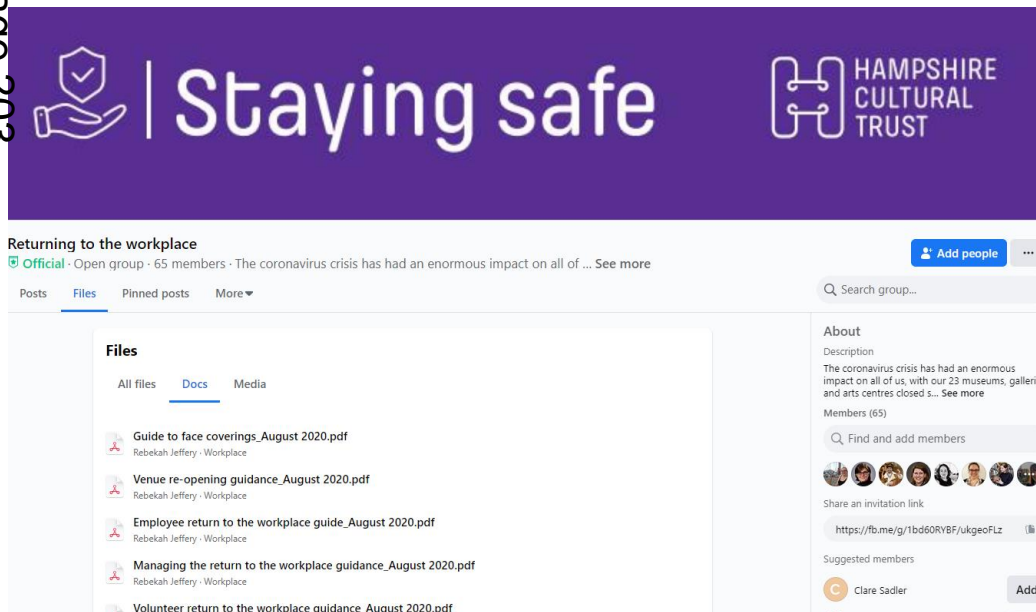
To create fulfilling employment and volunteering opportunities through culture

# Highlights and performance 2020-21

# COVID-19 impact

- Venues closed for 43 weeks (March 2020 – May 2021)
- More than 150 events and exhibitions cancelled or postponed
- Furloughed 160 employees and casual workers (46% of FTEs)

Page 203



**Staying safe**

**Returning to the workplace**  
Official · Open group · 65 members · The coronavirus crisis has had an enormous impact on all of ... See more

Files

- Guide to face coverings\_August 2020.pdf
- Venue re-opening guidance\_August 2020.pdf
- Employee return to the workplace guide\_August 2020.pdf
- Managing the return to the workplace guidance\_August 2020.pdf
- Volunteer return to the workplace guidance\_August 2020.pdf

Search group...

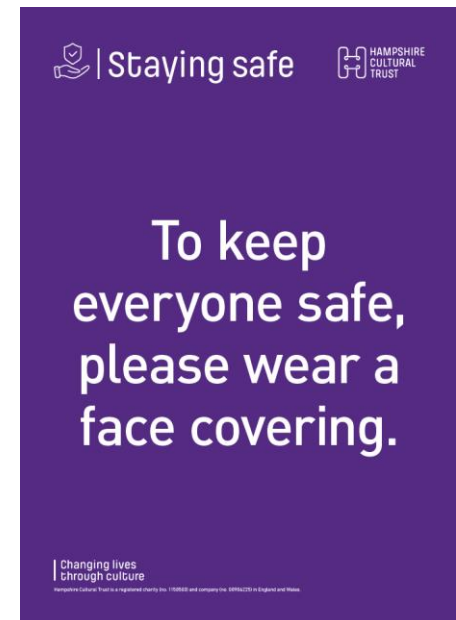
About  
Description  
The coronavirus crisis has had an enormous impact on all of us, with our 23 museums, galleries and arts centres closed s... See more

Members (65)

Find and add members

Share an invitation link  
<https://fb.me/g/1bd60RYBF/ukgeoFLz>

Suggested members  
Clare Sadler



Staying safe

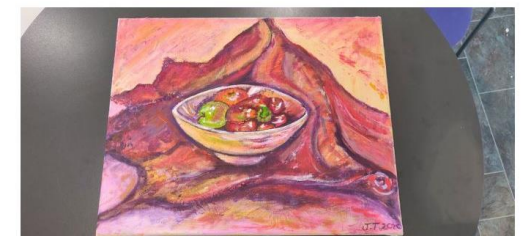
To keep everyone safe, please wear a face covering.

Changing lives through culture

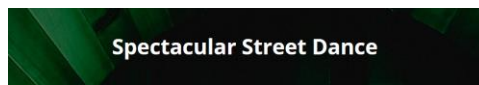
# COVID-19 response

- Pivoted programme to online
- Enabled access to arts and culture online, including:
  - Arts centres online classes to replace onsite delivery
  - Westival
  - Social impact programme, Brighter Futures supporting adults with mental health

Page 204



Session One Final Piece



Welcome to Spectacular Street Dance. Grab your water bottle and clear some space...it's time to join Jasmine Movement and learn some fast, funky street dance moves!

## Stretch Routine

Please follow this stretch routine at the start and end of each session.





[www. Culture on Call .com](http://www.Culture on Call .com)

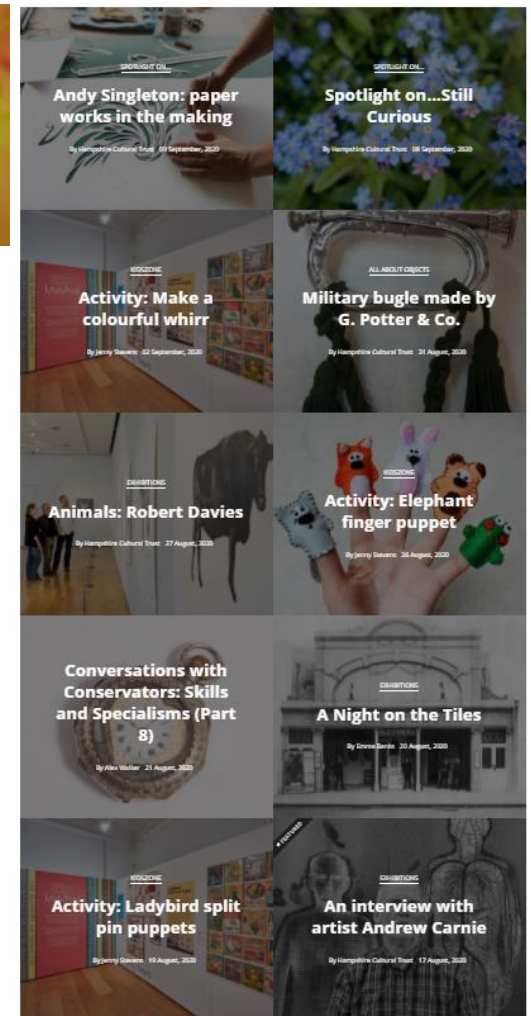


Page 205

Brand new online digital publication published within 10 days of closure - Culture on Call

Showcasing the breadth, depth and creativity of our programme online

- 74 weeks, 550 articles, 11.5 per week during lock downs
- 140,000 page visits, average 2 minute duration
- Now an integral part of our cultural programme




LOAD MORE

[www. Culture on Call .com](http://www.Culture on Call .com)

Page 206

<p><b>Spotlight On...</b> 64 Articles</p>	<p><b>KidsZone</b> 44 Articles</p>	<p><b>Exhibitions</b> 39 Articles</p>	<p><b>Festival of Archaeology</b> 36 Articles</p>
<p><b>Make it! Do it!</b> 27 Articles</p>	<p><b>Arts</b> 27 Articles</p>	<p><b>VE Day 75</b> 24 Articles</p>	<p><b>All about objects</b> 22 Articles</p>
<p><b>Preserving the past</b> 22 Articles</p>	<p><b>Winchester</b> 18 Articles</p>	<p><b>Hampshire Past</b> 9 Articles</p>	<p><b>Gosport</b> 7 Articles</p>
<p><b>Social Impact</b> 5 Articles</p>	<p><b>Insect Week</b> 5 Articles</p>	<p><b>VJ Day 75</b> 3 Articles</p>	<p><b>Wellbeing</b> 2 Articles</p>
<p><b>Jane Austen</b> 1 Article</p>			



KidsZone  
**Tino's Tales: Team Tino**  
8 days ago • 3 min read



Milestones  
**Ancestry at Milestones**



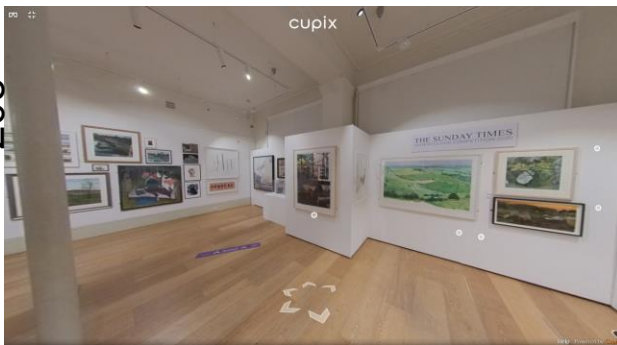
# Online exhibitions



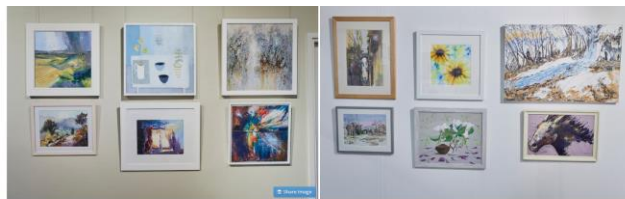
This is a very exciting time for Hampshire Cultural Trust as we reveal new work by renowned artist Andy Singleton.



© Nick Stratton



Page 207



With Forest Arts Centre currently closed, we're thrilled to present Dave White's exhibition of acrylic paintings, *The Joy of Where we Live*, online on Culture on Call.

Every piece in the exhibition is for sale and available via a 'Click and Collect' service from Forest Arts Centre, ready to pick up once the venue is re-open. Visit the online shop [here](#) to see all pieces for sale.

### Hampshire Cultural Trust - Online Gift Shop

Discover a treasure trove of inspiring gifts at Hampshire Cultural Trust. From toys to games and gifts, our creatively stocked...

Hampshire Cultural Trust



Dave White - 'Seas of Gold'  
£750.00



Dave White - 'Beachcomber'  
£450.00



Dave White - 'Cool Runnings'  
£400.00



Dave White - 'Looking SSW'  
£250.00



Dave White - 'Looking South'  
£250.00



Dave White - 'Looking South West'  
£250.00

# E-commerce



Search

Log in Sign up

Cart (0)



Shop for gifts inspired by our collections

Home

Milestones Gift Shop

Contact us

FAQs

Privacy Policy



## Milestones Gift Shop

Filter by

Featured



Inspired by our museum and its collections, from teddies to toys and games to gifts, browse our range of products to suit all ages and pockets.



Creative Box for a Young Person  
Hampshire Cultural Trust

£30.00

Quantity

1

ADD TO CART

BUY IT NOW



Dave White - 'Beachcomber'  
£450.00



Dave White - 'Cool Runnings'  
£400.00



Dave White - 'Looking South'  
£250.00



Dave White - 'Looking South West'  
£250.00

Page 208



Cart (1)



# Press coverage

## OUT-OF-BODY EXPERIENCE



Page 209

A piece called *Anatomic II* forms a backdrop for *Under World* exhibition by Ance Hagreaves at the...

THE TIMES | Thursday July 23 2020

## Big squeeze has museum bosses racing to the bottom

With their doors closed global institutions took up a challenge to share some favourite finds. David Sanderson writes

Museums are finding themselves fighting a marginal action to keep their audiences and raise a steady income. Curators around the world have taken up the challenge in the past few weeks to find the 'best' objects from their collections. The idea is to share some of their most treasured artefacts with other institutions. The challenge was launched by the British Museum and the competition is now open to all museums. A Japanese leather officer's horse sword is featured by the British Museum. The sword is made of iron and is decorated with a silver and gold design. It is one of the most beautiful objects in the world. The sword is a masterpiece of Japanese craftsmanship. It is a symbol of power and status. The sword is a masterpiece of Japanese craftsmanship. It is a symbol of power and status. The sword is a masterpiece of Japanese craftsmanship. It is a symbol of power and status.



## Challenges accepted by adventurous youngsters



AN EXCITING outdoor adventure activity was held at Aldershot Military Museum. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army.

## Enjoy some frightful fun this half term



Enjoy some frightful fun this half term. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army.

November. Visitors are invited to tour the spooky site and unearth the deadly secrets of the ruins. Visitors can enjoy hot chocolate and tempting treats in the Tudor Great Barn and hunt for ghosts in the grounds with the guide - an expert in all things supernatural. Booking is essential as places are limited to six people per walk. Please book your annual membership passes.

## Intervention programme

Barbara Milne visited an innovative programme at Aldershot Military Museum. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army.

Organised by Hampshire Cultural Trust at Aldershot Military Museum, the course has been made possible through the support of Hampshire County Council, TAG Farnborough Upper Community Foundation and Aldershot Military Museum.

Balance Beam, Blind Hoppers, Ladder, Observation include the jump and land, Balancing Logs, Zig Zag

Interactive may be visitors to learn about Aldershot's military past. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army.

## Market declared open



The market was declared open. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army.

## VE Day 2020 Remembering 75 years ago



Virtual VE Day Celebrations. Community clips to support war hero. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army.

## Willis Museum lit up as mark of respect



The generation advises another. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army.

## Culture On Call: On the Move



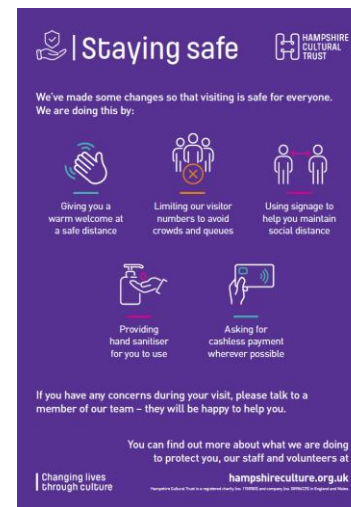
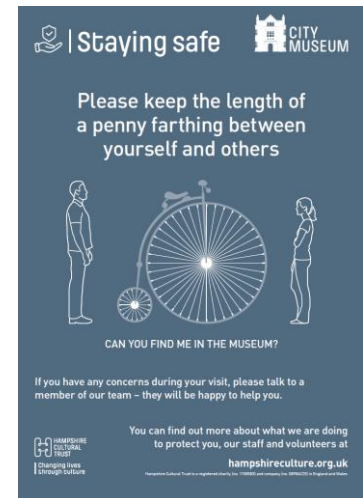
Virtual poetry proving a big hit. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army. The museum is a great place for children to learn about the history of the British Army.

ONLINE poetry course led by Hampshire Poet Kathryn Bevis has proved a big hit with inspiring poets during the lockdown. The Poetry for Wellbeing charity Hampshire Cultural Trust (HCT) and Hampshire Poet Kathryn Bevis as a way for those new to poetry to express themselves and write about what is important to them in the post-lockdown. As well as providing a platform for participants to develop a new skill, the courses were run to create a sense of community, connection and belonging at a time of social isolation. The live, online sessions are being delivered from the museum and are part of HCT's Future program. Seventeen of the poets have been awarded prizes and are available to be read at cultural events.

# COVID-19 re-opening

- Planned to open at the earliest opportunity it was safe to do so – planning started immediately after closure
- Ticketing and booking system implemented for all venues
- High quality safety measures in place
- 150 individual safety signs designed and produced
- Risk assessments completed and published online for all venues
- Contactless donation units installed

Page 210



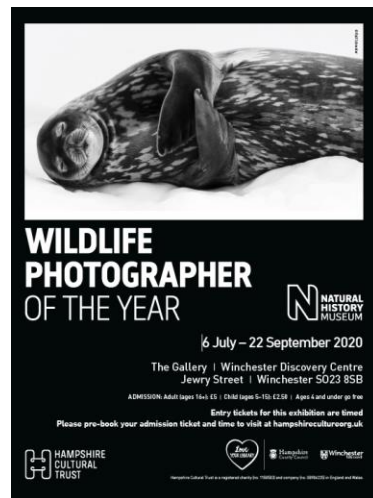
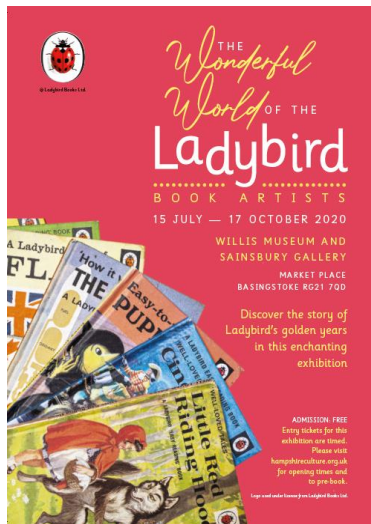
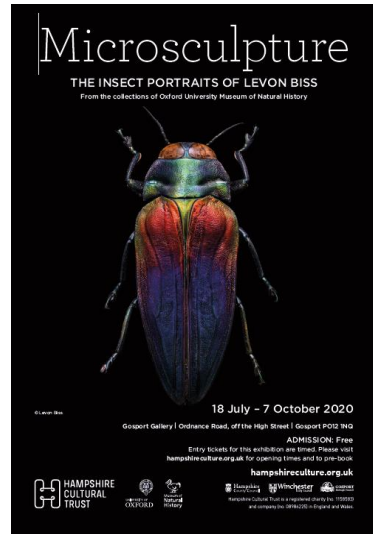
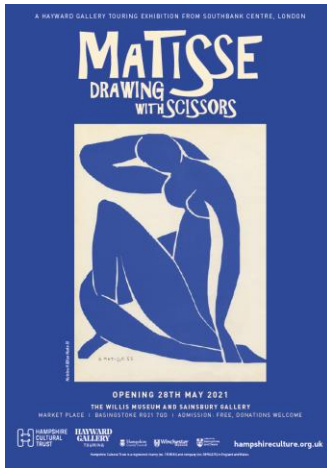






# Highlights

Page 212





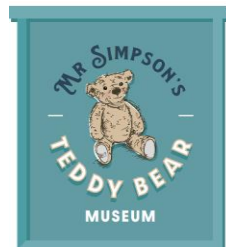
# Continued investment

Page 213



**Milestones Museum**

HCT investment



£90K restricted funds (legacy)  
£160K HCT



# Investment in venues since 2014

Museum	Location	HCT Investment	HCC Investment	Other	Total Investment
Aldershot Military Museum	Aldershot	£30k		£15k TAG, £18k Armed Forces Covenant Fund - Resilience Garden	<b>£63k</b>
Allan Gallery	Alton	£15k			<b>£15k</b>
Eastleigh Museum	Eastleigh			£20k South- Western Railway £23k Eastleigh Borough Council	<b>£43k</b>
Gosport	Gosport	£200k	£374k (£124 in kind)	£467 HSHAZ, £100k GBC, £100k ACE £50k Friends	<b>£1,291k</b> (excluding VAT and current pipeline)
Milestones Museum	Basingstoke	£405k HCT	£23k	£90k Legacy	<b>£518k</b>
Winchester City Museum	Winchester	£177k (in-kind £37) contribution	£40k	£45k WCC £12k donors	<b>£274k</b>
Winchester Discovery Centre	Winchester	£57k	£515k		<b>£572k</b>
Westbury Manor Museum	Fareham	£50k (in-kind)	£67k (in kind)	£448k Fareham Borough Council £100k NLHF	<b>£665k</b>
Red House Museum and Gardens	Christchurch			£50k NLHF	<b>£50k</b>
<b>Total Investment</b>		<b>£934k</b>	<b>£1,019k</b>	<b>£1,538K</b>	<b>£3,491K</b>





# Social impact

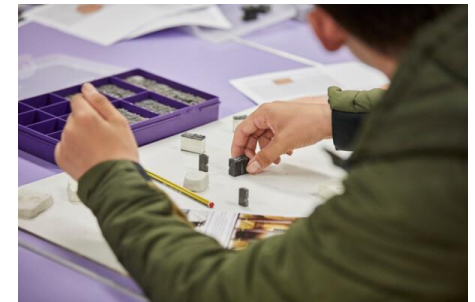
*On The Move!*



*Create and Connect*



*Basingstoke Peace Project*



Page 215



*Still Strolling*



Serving Hampshire Isle of Wight Portsmouth Southampton



# Visitor figures 2020-21

Page 216

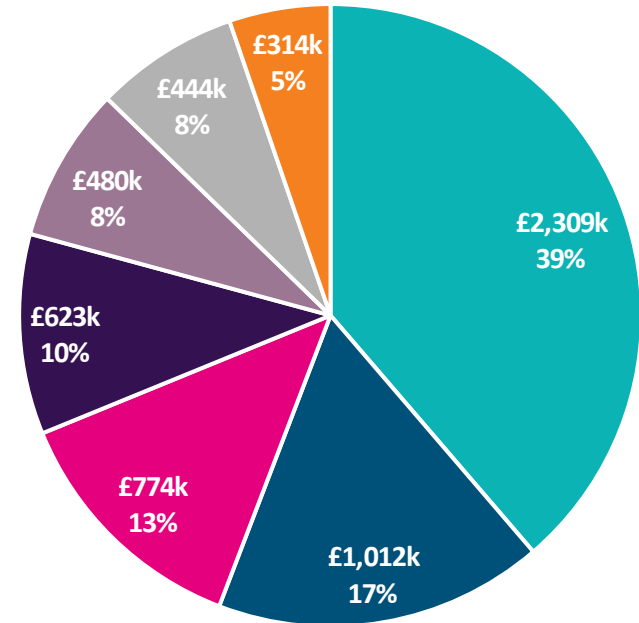
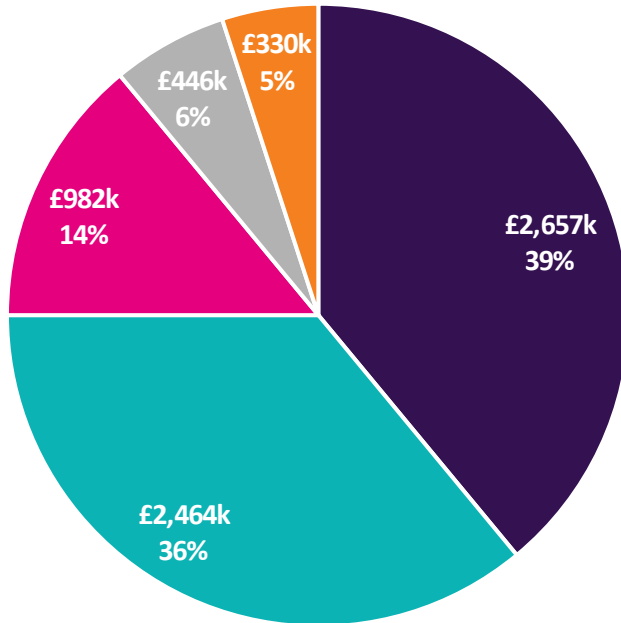
	Actual	Last Yr	Variance Last Year	Variance % Last Year
Aldershot	4,663	12,350	- 7,687	-62.2%
Allen	689	7,952	- 7,263	-91.3%
Andover	1,154	11,215	- 10,061	-89.7%
Basing House	2,828	3,298	- 470	-14.3%
Bursledon Windmill	723	4,261	- 3,538	-83.0%
Chilcomb	375	2,110	- 1,735	-82.2%
Curtis	901	8,818	- 7,917	-89.8%
Eastleigh	1,800	12,248	- 10,448	-85.3%
Gosport Gallery	2,595	28,170	- 25,575	-90.8%
Milestones	22,879	108,837	- 85,958	-79.0%
Red House	2,512	21,404	- 18,892	-88.3%
Rockbourne	-	2,738	- 2,738	-100.0%
W. City Museum	4,693	37,792	- 33,099	-87.6%
W. City Space	1,661	25,092	- 23,431	-93.4%
W. Discovery Centre	2,831	47,679	- 44,848	-94.1%
Westbury	2,879	19,311	- 16,432	-85.1%
Westgate	2,122	24,868	- 22,746	-91.5%
Willis	2,303	22,583	- 20,280	-89.8%
<b>Museum Total</b>	<b>57,608</b>	<b>400,726</b>	<b>- 343,118</b>	<b>-85.6%</b>
Ashcroft	1,599	16,435	- 14,836	-90.3%
Forest Arts	3,711	17,153	- 13,442	-78.4%
West End	880	19,370	- 18,490	-95.5%
<b>Arts Centre Totals</b>	<b>6,190</b>	<b>52,958</b>	<b>- 46,768</b>	<b>-88.3%</b>
<b>Combined Total</b>	<b>63,798</b>	<b>453,684</b>	<b>- 389,886</b>	<b>-85.9%</b>





- 20/21 closed for 37 weeks
- 19/20 closed for 2 weeks
- Highly restricted capacity – more so in arts centres

Turnover £6.9m  
2019-20

Turnover £6m  
2020-21



Page 217



-  Earned income
-   Hampshire County Council
-  Fundraised income

-  Other LA funding



-  Other government support (CJRS and business grants)
-  Culture Recovery Fund

# Earned income

	15-16	19-20	+/-	20-21	+/-
Visitors	466,134	* 453,684	- 3 %	63,798	- 86 %
Venue donations	£25,663	£78,994	+ 208 %	£21,763	- 72 %
Gift aid	£25,590	£129,183	+ 405 %	£45,342	- 65 %
Admissions	£638,950	£922,937	+ 44 %	£268,684	- 71 %
Box office	£241,197	£330,465	+ 37 %	£635	- 100 %
Workshops & schools	£253,720	£314,116	+ 24 %	£52,456	- 83 %
Retail income	£213,110	£258,753	+ 21 %	£68,048	- 74 %
Food & beverage	£332,657	£459,681	+ 38 %	£71,955	- 84 %
<b>Total income</b>	<b>£1,730,887</b>	<b>£2,494,129</b>	<b>+ 44 %</b>	<b>£528,883</b>	<b>- 79 %</b>
Income per head	£3.71	£5.50	+ £1.78	£8.29	+ £2.79

\* Closed for 2 weeks of March 2020, est. lost visitors 15k

# Income & expenditure

---

	<b>18-19 Actual</b>	<b>19-20 Actual</b>	<b>20-21 Actual</b>	<b>21-22 Budget</b>
LA Grants	3,392	3,242	3,067	3,007
Voluntary Income	884	982	774	514
Central Government Support (CRF, CJRS etc)	0	0	1,501	358
Earned Income	2,456	2,657	623	1,821
<b>Total Income</b>	<b>6,731</b>	<b>6,881</b>	<b>5,965</b>	<b>5,701</b>
Staff Costs	(3,939)	(4,097)	(3,981)	(4,178)
Operating Costs	(1,685)	(1,444)	(593)	(807)
Central Support Costs	(902)	(1,047)	(971)	(1,093)
<b>Total Expenditure</b>	<b>(6,526)</b>	<b>(6,587)</b>	<b>(5,546)</b>	<b>(6,077)</b>
<b>Surplus/(Deficit)</b>	<b>205</b>	<b>293</b>	<b>420</b>	<b>(377)</b>




Looking ahead



# Exhibitions 2021-22

Sophia Loren © Paul Joyce



A retrospective of the career of internationally renowned photographer, Paul Joyce

## A LIFE BEHIND THE LENS





Paul Joyce

29 January – 21 April 2021

The Gallery  
Winchester Discovery Centre

ADMISSION: Free, suggested donation £3

[hampshireculture.org.uk](http://hampshireculture.org.uk)

Hampshire Cultural Trust is a registered charity (no. 1158583) and company (no. 08986228) in England and Wales.



The Magic of  
Middle-Earth

Health  
Robinson  
Museum

Paul Joyce – A Life Behind the Lens



Living with art – Picasso to Celmins:  
A British Museum touring exhibition

# Winchester Discovery Centre

Page 222



A place for

**ARTS & CULTURE**  
**READING**  
**COMMUNITY**

under one roof



- New partnership HCC and HCT
- Vibrant new centre for culture and arts in the heart of Winchester
- £515k refurbishment
- £57k investment from HCT
- HCT operational responsibility and cultural programme from February 2022

# A new venue for Gosport

---

Gosport Museum & Art Gallery (part of High Streets HAZ Funding)

## Key dates

- **May 2021** - planning permission granted
- **September 2021** - venue closes to the public
- **October 2021 - April 2022** - Pop up shop in high street
- **May 2022** - Building re-opens to the public

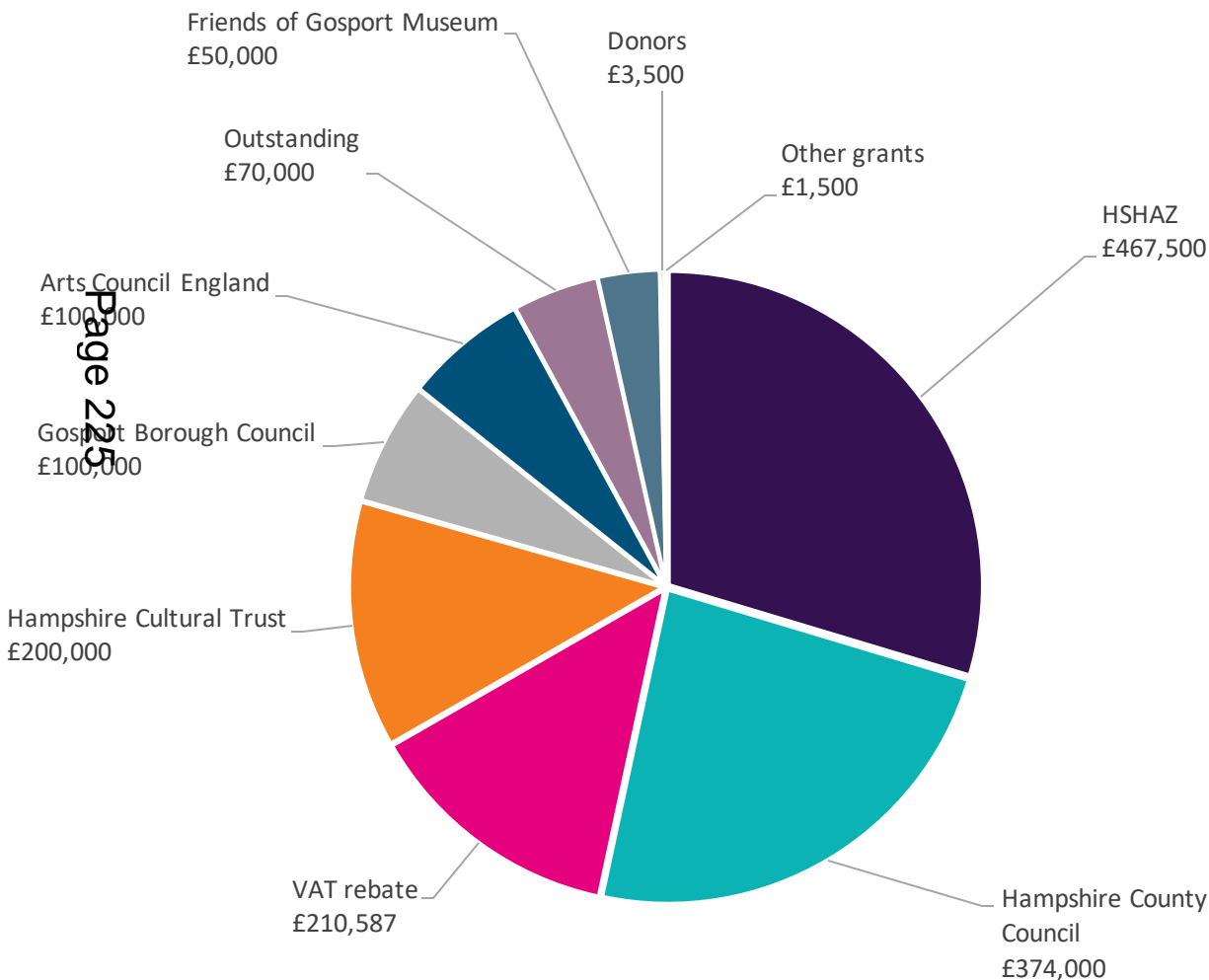




# A new venue for Gosport



# A new venue for Gosport



**Total cost - £1,577,087**

## Funding secured

HSHAZ - £467,500

HCC - £374,000

HCT - £200,000

GBC - £100,000

ACE - £100,000

Friends - £50,000

Donors - £3,500

Other grants - £1,500

VAT Rebate - £210,587

## Pipeline

NLHF £250k (activity and capital)

# New museum attraction for Winchester?

- Tourist economy – improve competitive position compared to other Cathedral Cities – increase stay-time
- Focus on Winchester's USP – the Anglo Saxon heritage and legacy
- Winchester's 'Jorvik' for the digital age – immersive, inclusive, exciting, embraces all audiences



# Arts Council England

---



- Cultural Compacts: Gosport & Rushmoor
- £100k Project Grant for Gosport redevelopment
- Basingstoke and Deane cultural strategy
- Aiming for National Portfolio Organisation 2023

LET'S  
CREATE

**STRATEGY 2020-2030**  
**ARTS COUNCIL ENGLAND**



## Other strategic priorities

---

- Environmental Strategy
- Equity, Diversity and Inclusion
- Business Systems and IT
- Our People

Page 228



best companies™



# SPEKTRIX



**Thank you**

This page is intentionally left blank

## HAMPSHIRE COUNTY COUNCIL

### Report

<b>Committee:</b>	Culture and Communities Select Committee
<b>Date of meeting:</b>	20 September 2021
<b>Report Title:</b>	Work Programme
<b>Report From:</b>	Chief Executive

**Contact name:** Members Services

**Tel:** 0370 7798242

**Email:** [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk)

#### **Purpose of this Report**

1. To consider the Committee's forthcoming work programme.

#### **Recommendation**

2. That the Culture and Communities Select Committee consider and approve the work programme.

**WORK PROGRAMME – CULTURE AND COMMUNITIES SELECT COMMITTEE**

Issue	Reason for inclusion	20 September 2021	29 November 2021	17 January 2022	23 May 2022
Savings Programme 2023 – Revenue Savings Proposals	To pre-scrutinise prior to consideration by the Executive Member	X			
Culture – the overall picture	To receive an overview of the Cultural Strategy in Hampshire	X			
Arts Council England – overall and local delivery plan	To receive an update from the Arts Council	X			
Update from the Hampshire Cultural Trust	To receive an update from the Hampshire Cultural Trust	X			
Libraries update	To receive an update on the library service in Hampshire		X		

Issue	Reason for inclusion	20 September 2021	29 November 2021	17 January 2022	23 May 2022
Outdoor Education Service overview	To receive an update on the outdoor education service		X		
Calshot Futures	To pre-scrutinise a report to the Executive Member		X		
Consideration of revenue and capital budgets	To pre-scrutinise prior to consideration by the Executive Lead Member			X	
The Registration Services	To receive an update on registration services			X	
The Archives Service	To receive an update on the Hampshire archives service			X	
Hampshire Scientific Services	To receive an update on Hampshire scientific services			X	

Issue	Reason for inclusion	20 September 2021	29 November 2021	17 January 2022	23 May 2022
County Farms	To receive an update on County Farms				X
Trading Standards	To receive an update on Trading Standards				X
Basingstoke Canal	To receive an update on the Basingstoke Canal				X

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	No
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	No
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	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.)**

Document

Location

None

## **EQUALITIES 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 by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) 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 protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are 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 in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

This is a scrutiny review document setting out the work programme of the Committee. It does not therefore make any proposals which will impact on groups with protected characteristics.