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NOTICE OF MEETING

Meeting	Executive Member for Recreation, Heritage and Rural Affairs Decision Day
Date and Time	Monday, 20th September, 2021 at 4.00 pm
Place	Remote Decision Day
Enquiries to	members.services@hants.gov.uk

Carolyn Williamson FCPFA
Chief Executive
The Castle, Winchester SO23 8UJ

FILMING AND BROADCAST NOTIFICATION

This decision day is being held remotely and will be recorded and broadcast live via the County Council's website.

AGENDA

DEPUTATIONS

To receive any deputations notified under Standing Order 12.

NON KEY DECISIONS (NON-EXEMPT/NON-CONFIDENTIAL)

1. SAVINGS PROGRAMME TO 2023 - REVENUE SAVINGS PROPOSALS (Pages 3 - 180)

To consider a report of the Director of Culture, Communities and Business Services and the Director of Corporate Resources setting out savings proposals.

2. GRANT FUNDING TO INDEPENDENT COMMUNITY LIBRARIES
(Pages 181 - 186)

To consider a report of the Director of Culture, Communities and Business Services regarding grant funding to independent libraries

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 observe the public sessions of the meeting via the webcast.

HAMPSHIRE COUNTY COUNCIL

Decision Report

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

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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

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

Other Significant Links

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

Section 100 D - Local Government Act 1972 - background documents	
<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	Countryside and Outdoor Services: 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	Regulatory Services: 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	Library and Archives Service: 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	CCBS Efficiencies: 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
Total			1,533	2,591	2,591	13-15
Other CCBS savings:						
	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
	Total Culture, Communities and Business Services		1,666	3,361	3,361	23-25

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Culture, Communities and Business Services EIAs

Savings Programme reference(s)	Service Area
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	jo.montague@hants.gov.uk	07928 128539	23.06.21	V3
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	jo.heath@hants.gov.uk	07545 735629	01.07.21	V3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 8946	28.06.21	V3

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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.
Please explain the new/changed service/policy/project	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 EIA Guidance 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 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>
Disability	<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>
Gender reassignment	<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>
Pregnancy and maternity	<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>
Race	<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.
Religion or belief	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.
Sex	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.
Sexual orientation	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.
Marriage & civil partnership	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.
Poverty	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.
Rurality	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.
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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.
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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.
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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	jo.montague@hants.gov.uk	07928 128539	25.05.21	V2
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	jo.heath@hants.gov.uk	07545 735629	01.07.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 8946	18.06.21	V2

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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.
Please explain the new/changed service/policy/project	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
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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 EIA Guidance 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	Yes	Fareham		New Forest	
Basingstoke and Deane		Gosport		Rushmoor	
East Hampshire		Hart		Test Valley	
Eastleigh		Havant		Winchester	

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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	jo.montague@hants.gov.uk	07928 128539	23.06.21	2
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	jo.heath@hants.gov.uk	07545 735629	01.07.21	2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 8946	28.06.21	2

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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.
Please explain the new/changed service/policy/project	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 EIA Guidance 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
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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	

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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>
Disability	<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>
Gender reassignment	<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>
Pregnancy and maternity	<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>
Race	<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>

Religion or belief	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.
Sex	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.
Sexual orientation	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.
Marriage & civil partnership	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.
Poverty	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.
Rurality	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:

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.

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	jo.montague@hants.gov.uk	07928 128539	28.06.21	2
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	jo.heath@hants.gov.uk	07545 735629	01.07.21	2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 8946	28.03.21	2

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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>Please explain the new/changed service/policy/project</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>
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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, but is planned to be undertaken

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 EIA Guidance 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	David.drew2@hants.gov.uk	07565 201290	05.08.21	3
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	jo.heath@hants.gov.uk	07545 735629	05.08.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 8946	05.08.21	3

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Section one – information about the service and service change

Service affected	Hampshire Outdoor Centres
Please provide a short description of the service / policy/project/project phase	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>Please explain the new/changed service/policy/project</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"> • 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. • 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. • Creating new products which broaden ‘public’ access to the facilities at weekends and during the school holidays. <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>Engagement and consultation</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.

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Section two: Assessment

Table 1 Impact Assessment

Protected characteristic (see EIA Guidance 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>The current age profile of the HOC workforce (May 2021);</p> <p><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>>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	David.drew2@hants.gov.uk	07565 201290	28.06.21	3
2	EIA authoriser	Jo Heath	CCBS	Assistant Director - Natural Environment and Recreation	jo.heath@hants.gov.uk	07545 735629	01.07.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 8946	28.06.21	3

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Section one – information about the service and service change

Service affected	Hampshire Outdoor Centres
Please provide a short description of the service / policy/project/project phase	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>Please explain the new/changed service/policy/project</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"> • 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. • 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. • Creating new products which broaden ‘public’ access to the facilities at weekends and during the school holidays.
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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>Yes</p>		
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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 EIA Guidance 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	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
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)	arran.cobley@hants.gov.uk	07960 411852	18.6.2021	V2
2	EIA authoriser	Patrick Blogg	CCBS	Deputy Director for CCBS	Patrick.Blogg@hants.gov.uk	03707 796865	05.7.2021	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	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 & 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 & income streams, efficiencies, non-fee earning work, business plan development.</p>

<p>Please explain the new/changed service/policy/project</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>
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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>	
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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 EIA Guidance 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	

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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	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.
Disability	No staff have declared a disability. However, care will be taken to ensure changes do not unfairly disadvantage those from this protected characteristic group.
Gender reassignment	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.
Pregnancy and maternity	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.
Race	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.
Religion or belief	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.

Sex	<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>
Sexual orientation	<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>
Marriage & civil partnership	<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>
Poverty	<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>
Rurality	<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	anne.scarrett@hants.gov.uk	0370 779 4774	26.03.2021	01
2	EIA authoriser	Patrick Blogg	CCBS	Deputy Director of CCBS	Patrick.blogg@hants.gov.uk	0370 779 6865	29.06.21	01
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 8946	28.06.21	01

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Section one – information about the service and service change

Service affected	Hampshire Scientific Service
Please provide a short description of the service / policy/project/project phase	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>Please explain the new/changed service/policy/project</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>
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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>	
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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 EIA Guidance 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

Rurality		X				Both
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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	

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

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

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:

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	sophia.vowels@hants.gov.uk	03707 798408	10.06.21	3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	Emma.noyce@hants.gov.uk	03707 79 8373	10.06.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	03707 798946	30.06.21	3

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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 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"> • A range of alternative ceremonies including renewal of vows; welcoming, commitment and private Citizenship ceremonies • The ‘Tell Us Once’ service for all customers attending to register a death • Commemorative certificates
<p>Please explain the new/changed service/policy/project</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"> • live ceremony streaming • priority virtual Citizenship ceremonies • the expansion of Register Office ceremony availability. <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)

	No, but is planned to be undertaken
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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 EIA Guidance 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	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	sophia.vowels@outlook.com	03707 798408	19.04.21	3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	Emma.noyce@hants.gov.uk	03707 79 8373	10.06.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	03707 798946	30.06.21	3

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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"> • A range of alternative ceremonies including renewal of vows; welcoming, commitment and private Citizenship ceremonies • The ‘Tell Us Once’ service for all customers attending to register a death • Commemorative certificates
<p>Please explain the new/changed service/policy/project</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"> • live ceremony streaming • priority virtual Citizenship ceremonies • the expansion of Register Office ceremony availability.

	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.
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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	
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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 EIA Guidance 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 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	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%).¹</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

¹ 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.²</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>

² 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>
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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>
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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	sophia.vowels@outlook.com	03707 798408	10.06.21	3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	Emma.noyce@hants.gov.uk	03707 79 8373	10.06.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	03707 798946	30.06.21	3

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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"> • A range of alternative ceremonies including renewal of vows; welcoming, commitment and private Citizenship ceremonies • The ‘Tell Us Once’ service for all customers attending to register a death • Commemorative certificates
<p>Please explain the new/changed service/policy/project</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"> 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. 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. <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)

		No, but is planned to be undertaken
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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 EIA Guidance 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	sophia.vowels@outlook.com	03707 798408	10.06.21	3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	Emma.noyce@hants.gov.uk	03707 79 8373	10.06.21	3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	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"> • A range of alternative ceremonies including renewal of vows; welcoming, commitment and private Citizenship ceremonies • The ‘Tell Us Once’ service for all customers attending to register a death • Commemorative certificates
<p>Please explain the new/changed service/policy/project</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"> 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. 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.

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	
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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.

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Section two: Assessment

Table 1 Impact Assessment

Protected characteristic (see EIA)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
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Guidance for considerations)						
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	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	<p>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.</p>
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	<p>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.</p>
Religion or belief	<p>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</p>

	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>

<p>Poverty</p>	<p>Low Negative – Hampshire is the 16th (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.³</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>
<p>Rurality</p>	<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>

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

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Section one – information about the service and service change

Service affected	Hampshire Archive and Record Service
Please provide a short description of the service / policy/project/project phase	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.
Please explain the new/changed service/policy/project	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>
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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	
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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

Protected characteristic (see EIA Guidance 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>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	paula.crompton@hants.gov.uk	07738 312778	25.06.21	V3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director of Cultural and Information Services	emma.noyce@hants.gov.uk		30.06.21	V3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 3452	28.06.21	V3

Section one – information about the service and service change

Service affected	Hampshire Archive and Record Service
Please provide a short description of the service / policy/project/project phase	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>Please explain the new/changed service/policy/project</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>
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<p>Engagement and consultation</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>Has any pre-consultation engagement been carried out? (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

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	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>
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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>

	<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.</p>
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Box 1 Please set out any additional information which you think is relevant to this impact assessment:

<p>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.</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:

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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	Emma.evans@hants.gov.uk	0370 779 8303	23.06.21	V3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director: Culture and Information Services	Emma.noyce@hants.gov.uk	0370 779 8373	23.06.21	V3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 8946	30.06.21	V3

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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>Please explain the new/changed service/policy/project</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"> - increasing the income generated through room hire and leases within council-run libraries; - reviewing current fees and charges (e.g. for printing and photocopying, learning activities and other events), and; - encouraging fundraising, sponsorship and donations, including piloting 'friends' groups' in local communities. <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		
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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 EIA Guidance 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	

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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	<p>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.</p>
Marriage and Civil Partnership	<p>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.</p>
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.
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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	phil.bowden2@hants.gov.uk	0370 779 7434	21.06.21	V2
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director Culture and Information Services	Emma.noyce@hants.gov.uk	0370 779 8373	29.06.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 3452	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>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 28th 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 1st May 2021.</p>
<p>Please explain the new/changed service/policy/project</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		
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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 EIA Guidance 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

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
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N/A			
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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	emma.evans@hants.gov.uk	0370 779 3827	18.06.21	V3
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director Culture and Information Services	emma.noyce@hants.gov.uk	0370 779 8946	22.07.21	V3
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	03707 798946	22.07.21	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	<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>Please explain the new/changed service/policy/project</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		
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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 EIA Guidance 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
Age	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.
Disability	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.
Gender reassignment	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.
Pregnancy and maternity	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.
Race	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.
Religion or belief	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.
Sex	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.
Sexual orientation	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.
Marriage & civil partnership	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.

Poverty	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.
Rurality	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	emma.evans@hants.gov.uk	0370 779 3827	18.06.21	V2
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director Culture and Information Services	emma.noyce@hants.gov.uk	0370 779 8373	28.06.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	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>Please explain the new/changed service/policy/project</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>Has any pre-consultation engagement been carried out? (Delete as appropriate)</p>		
<p>Yes</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.</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

Protected characteristic (see EIA Guidance 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		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
Gender reassignment	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.
Race	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.
Religion or belief	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.
Sex	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.
Sexual orientation	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.
Marriage & civil partnership	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.
Rurality	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
Age	<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>
Disability	<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>

Pregnancy and maternity	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).
Poverty	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	sarah.keeley@hants.gov.uk	0370 779 6749	14.07.21	V2
2	EIA authoriser	Emma Noyce	CCBS	Assistant Director Culture and Information Services	emma.noyce@hants.gov.uk	0370 779 8373	14.07.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	03707 779 8946	14.07.21	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>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>Please explain the new/changed service/policy/project</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"> - Some potential FTE reductions, specifically to include the FTE reductions relating to the Winchester Discovery Centre (WDC) Project. - A review of the role and responsibilities in the role profile - More even split of direct reports - More even split of Libraries (currently identified by Tier and number of hours open) - Review of Saturday working and None Working Days - Future Working <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>
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<p>Engagement and consultation</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>Has any pre-consultation engagement been carried out? (Delete as appropriate)</p>		
<p>Yes</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 EIA Guidance 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	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.
Disability	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.
Gender reassignment	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.
Pregnancy and maternity	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.
Race	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.

Religion or belief	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.
Sex	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.
Sexual orientation	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.
Marriage & civil partnership	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.
Poverty	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.
Rurality	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	Issy.feltham@hants.gov.uk	0370 779 2369	18.06.21	V2
2	EIA authoriser	Patrick Blogg	CCBS	Deputy Director Transformation and Business Management	Patrick.blogg@hants.gov.uk	0370 779 1968	18.06.21	V2
3	EIA Coordinator	Rebecca Prowting	CCBS	Transformation Manager	eia.ccbs@hants.gov.uk	0370 779 8946	18.06.21	V2

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Section one – information about the service and service change

Service affected	Recreation and Heritage Community Fund in Hampshire providing one-off revenue and capital grant awards to community and cultural organisations.
Please provide a short description of the service / policy/project/project phase	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>Please explain the new/changed service/policy/project</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 1st April 2023.</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>	
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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.

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 EIA Guidance 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	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.
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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

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Recreation, Heritage, and Rural Affairs
Date:	20 September 2021
Title:	Grant Funding to Independent Community Libraries
Report From:	Director of Culture, Communities and Business Services

Contact name: Emma Noyce
Rosellen Lambert

Tel: 0370 779 8373 **Email:** emma.noyce@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to recommend approval of grant funding to culture and community organisations totalling £15,000 in 2021/22.

Recommendation

2. That the Executive Member for Recreation, Heritage, and Rural Affairs approves grant funding to Independent Community Libraries totalling £15,000 in 2021/22.

Executive Summary

3. The report considers applications from four community organisations to support transitions to Independent Community Libraries and recommends awards totalling £15,000 in 2021/22.

Contextual information

4. On 28 July 2020, as part of decisions on the Library Service Transformation – Strategy to 2025, the Executive Member for Recreation and Heritage agreed that, as part of an offer for community organisations to take on closing branches and deliver services through them as Independent Community Libraries, one-off pump-priming awards of up to £10,000 could be made. These awards are intended to support start up and transition costs.

5. To support the transfer of buildings, it was subsequently agreed by the Director of Culture, Communities and Business Services, that awards of up to £10,000 could also be applied for to support urgent works, recommended to be carried out within one to two years, identified in building condition surveys carried out by the department. These are available to organisations taking ownership of former Library Service buildings, from which an Independent Community Library will be delivered.
6. Applications have been received from two organisations for such funding, totalling £15,000. Further details and recommendations against each application are set out in the table titled Grant Funding to Independent Community Libraries 2021/22 in Appendix 1. North Baddesley Community Library was previously awarded £5,000 on 19 March 2021. Further applications are anticipated and will be brought to future decision days.

Finance

7. In February 2021, as part of decisions to realign Community and Members devolved budgets, Cabinet approved a transfer of the Community Grants funding to the Leader's grant pot with the exception of £32,000 to be targeted towards a small number of community associations. The recommendations in this report are covered by a grant provision carried forward from 2020/21 to cover known commitments, including grant funding to Independent Community Libraries.

Consultation and Equalities

8. Equality Impact Assessments (EIAs) were carried out and published alongside the Library Service Transformation – Strategy to 2025 report which went to the Executive Member for Recreation and Heritage on 28 July 2020.

Climate Change Impact Assessment

9. 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.
10. The carbon mitigation tool decision tree indicates it is not suitable for the assessment of a programme. The decisions in this report are financial decisions in relation to a programme of one-off grant opportunities. Therefore,

the tool is not suitable for this Climate Change Impact Assessment and has not been used.

11. A full assessment of climate change vulnerability was not completed as the initial vulnerability assessment showed that the project is at minimal risk from the climate vulnerabilities. A small proportion of the organisations in receipt of support through the projects in this report are situated close to the coast and may be at risk of coastal flooding. The decisions in this report are financial decisions in relation to a programme of one-off grant opportunities and therefore have a neutral impact on climate change.
12. The decisions included in this report are important for meeting Hampshire County Councils' strategic priorities as follows:
 - People in Hampshire live safe, healthy and independent lives: the projects in this report support Hampshire residents to access local services, maintaining independence.
 - People in Hampshire enjoy being part of strong, inclusive communities: the projects in this report support the provision of community-led inclusive and accessible amenities for Hampshire residents.

Other Key Issues

13. Legal Implications: The Council has wide powers under Section 19 Local Government (Miscellaneous Provisions) Act 1976 to provide recreational facilities and to contribute by way of a grant or loan towards the expenses incurred by voluntary bodies in providing such facilities and activities.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	no
People in Hampshire live safe, healthy and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	no
People in Hampshire enjoy being part of strong, inclusive communities:	yes
OR	
This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because:	

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Library Service Transformation – Strategy to 2025	28 July 2020
Revenue Budget and Precept 2021/22	21 February 2021
Grant Funding to Culture and Community Organisations in Hampshire	19 March 2021

Section 100 D - Local Government Act 1972 - background documents

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

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

EQUALITIES IMPACT ASSESSMENT:

14. 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.

15. Equalities Impact Assessment:

A high-level Equalities Impact Assessment has been undertaken. The grants are intended to have a positive impact and advance equality.

Equality Impact Assessments (EIAs) were carried out and published alongside the Library Service Transformation – Strategy to 2025 report which went to the Executive Member for Recreation and Heritage on 28 July 2020.

Grant Funding to Independent Community Libraries, 2021/22

Organisation	Proposal	Amount Requested	Amount Recommended
Westside Community Association	This established community organisation already operates from the same building as the former South Ham Library and intends to operate an Independent Community Library and flexible community space from the half of the building formerly occupied by the Library and School Library Service. The organisation will particularly focus on children and families and plans to expand the library offer to include an outdoor library area and to increase and improve the children's library. It seeks funding towards furniture, equipment and resources to support activities, purchase of IT equipment, training for volunteers and a small contribution towards volunteer support and capacity building in the first year, and towards some capital refurbishment and improvements (removal of wired in customer service desk and a new doorway to improve access). It is recommended that Westside Community Association is awarded £10,000. Capital refurbishment elements are on condition that the freehold transfer has been completed and permission of the new landlord is secured.	£10,000	£10,000
North Baddesley Community Library (aka Friends of North Baddesley Library)	The organisation has operated for eight years as a Community Managed Library within the Library Service network. It intends to operate an Independent Community Library from its existing premises, which it leases. The group is taking the opportunity to refresh the facilities and its offer to better meet local need and volunteer management capacity, setting them up to be more sustainable. It seeks funding towards the purchase of furniture and book covers and towards some professional fees. It is recommended that North Baddesley Community Library Association is awarded £5,000.	£5,000	£5,000
Total		£15,000	£15,000