**Equality Impact Assessment**

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| **Name of Project** | Fees and Charges for Bruce Castle Museum and Haringey Archive 2016-2017 |  | **Cabinet meeting date**  ***If applicable*** | 9/2/16 |
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| **Service area responsible** | Bruce Castle Museum & Haringey Archive |  |  |  |
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| **Name of completing officer** | Deborah Hedgecock |  | **Date EqIA created** | 23 December 2015 |
|  |  |  |  |  |
| **Approved by Director / Assistant Director** | Charlotte Pomery |  | **Date of approval** | 25 January 2016 |
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**The Equality Act 2010** places a ‘**General Duty’** on all public bodies to have ‘**due regard’** to:

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

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

Haringey Council also has a ‘**Specific Duty’** to publish information about people affected by our policies and practices.

**All assessments must be published on the Haringey equalities web pages. All Cabinet papers MUST include a link to the web page where this assessment will be published.**

This Equality Impact Assessment provides evidence for meeting the Council’s commitment to equality and the responsibilities outlined above, for more information about the Councils commitment to equality; please visit the Council’s website.

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| **Stage 1 – Names of those involved in preparing the EqIA** |  |
| 1. Project Lead Deborah Hedgecock | 5. Finance – Chi Wong |
| 1. Equalities / HR | 6. Haringey Archive – Clare Stephens |
| 1. Legal Advisor (where necessary) | 7. Museum and Archive Schools Service – Bridget MacKernan |
| 1. Trade union | 8. |

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| **Stage 2 - Description of proposal including the relevance of the proposal to the general equality duties and protected groups. Also carry out your preliminary screening** (Use the questions in the Step by Step Guide (The screening process) and document your reasoning for deciding whether or not a full EqIA is required. If a full EqIA is required move on to Stage 3. |
| Annual consideration to increase **fees and charges** for the museum and archive income generating services at Bruce Castle.  The services include: reproduction fees charged for copying archive and museum collections; room hire; weddings; booked school workshops.  Other services and access to information is free.  Proposed increases are considered alongside and compared with fees and charges for similar heritage services/ organisations in other boroughs and in line with similar services/ organisations within the borough  Proposed charges are kept within 4% increase where these apply and are considered listening to feedback from users. |

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| **Stage 3 – Scoping Exercise - Employee data used in this Equality Impact Assessment**  **Identify the main sources of the evidence, both quantitative and qualitative, that supports your analysis. This could include for example, data on the Council’s workforce, equalities profile of service users, recent surveys, research, results of recent relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national.** | |
| **Data Source (include link where published)** | **What does this data include?** |
| EqIA Profile on Harinet | Age, gender, ethnicity, disability information – for the Council and the Borough |
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| **Stage 4 – Scoping Exercise - Service data used in this Equality Impact Assessment**  **This section to be completed where there is a change to the service provided** | |
| **Data Source (include link where published)** | **What does this data include?** |
| Data Review within Options Appraisal for Museum and Archive - 2015 | Customer / visitor / user analysis in terms of demographics, usage data and market comparables  Selective user consultation with comments and suggestions on current and potential of services at Bruce Castle |
| Heritage Change Programme – Data Review 2011 | External analysis of usage of museum and archive services and market comparables  Selective user consultation with comments and suggestions on current and potential of services at Bruce Castle to maximise income |
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| **Stage 5a – Considering the above information, what impact will this proposal have on the following groups in terms of impact on residents and service delivery:**  **Positive and negative impacts identified will need to form part of your action plan.** | | | | |
|  | **Positive** | **Negative** | **Details** | **None – why?** |
| **Sex** |  | x | Minimum impact.  Increases are kept to less than 4% each year, and this is therefore a considered proposal. Access to all services is otherwise free. |  |
| **Gender Reassignment** |  |  |  | We do not have any data relating o this potential audience as users |
| **Age** |  | x | Minimum impact.  Older users of the service, who might be pensioners, are possibly more likely to be on a lower income. Proposed charges could potentially be a barrier – but only if needing to pay for copies etc. Access to services and information are otherwise free. |  |
| **Disability** |  | x | Minimum impact.  Users of the service who might be disabled are possibly more likely to be on a lower income. Proposed charges could potentially be a barrier – but only if needing to pay for copies etc. Access to services and information is free otherwise. |  |
| **Race & Ethnicity** |  | x | Minimum impact. Proposed charges could potentially be a barrier – but only if needing to pay for copies etc. Access to services and information is free otherwise. |  |
| **Sexual Orientation** |  | x | Minimum impact. Proposed increase for wedding ceremony fee is less than 4% of previous cost. Affordable wedding costs compared to other venues and all weddings are non-religious and open to all |  |
| **Religion or Belief (or No Belief)** |  | x | Minimum impact. Proposed increase for wedding ceremony fee is less than 4% of previous cost. Affordable wedding costs compared to other venues and all weddings are non-religious and open to all |  |
| **Pregnancy & Maternity** |  |  |  | We do not have any data relating to this potential audience as users |
| **Marriage and Civil Partnership (note this only applies in relation to eliminating unlawful discrimination (limb 1))** |  | x | Minimum impact. Proposed increase is less than 4% of previous cost. Affordable wedding costs compared to other venues |  |

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| **Stage 5b – For your employees and considering the above information, what impact will this proposal have on the following groups:**  **Positive and negative impacts identified will need to form part of your action plan.** | | | | |
|  | **Positive** | **Negative** | **Details** | **None – why?** |
| **Sex** |  | x | Minimum impact. Employees have been consulted on the impact of the proposed increases. The approach adopted minimises the barriers for use of paid services, thus preserving the collections we care for as well as maximising the income possible for the services carried out by and supported by staff. |  |
| **Gender Reassignment** |  | x | ditto |  |
| **Age** |  | x | ditto |  |
| **Disability** |  | x | ditto |  |
| **Race & Ethnicity** |  | x | ditto |  |
| **Sexual Orientation** |  | x | ditto |  |
| **Religion or Belief (or No Belief)** |  | x | ditto |  |
| **Pregnancy & Maternity** |  | x | ditto |  |
| **Marriage and Civil Partnership**  **(note this only applies in relation to eliminating unlawful discrimination (limb 1))** |  | x | ditto |  |

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| **Stage 6 - Initial Impact analysis** | **Actions to mitigate, advance equality or fill gaps in information** |
| There is an annual appraisal of the fees and charges at Bruce Castle. Where increases are proposed, these are kept at a maximum of 4% each year as necessary | Feedback is sought from users of the services and impact is monitored on usage to ensure that any barriers to use is assessed.  All other services and access remain free – charges are for specified services only |

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| **Stage 7 - Consultation and follow up data from actions set above** | |
| **Data Source (include link where published)** | **What does this data include?** |
| Ongoing feedback and evaluation of services by users will be in place to monitor impact | Indication of type of user; satisfaction of services received |

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| **Stage 8 - Final impact analysis** |
| Outcome of ongoing assessment and monitoring will inform on future reviews of fees and charges |

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| **Stage 9 - Equality Impact Assessment Review Log** | | | | |
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| Review approved by Director / Assistant Director | image001 |  | Date of review | 25 January 2016 |
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| Review approved by Director / Assistant Director |  |  | Date of review |  |

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| **Stage 10 – Publication** |
| Ensure the completed EqIA is published in accordance with the Council’s policy. |