

Equalities Comprehensive Impact Assessment v3 - Head of service review

Reference: ECIA587522514

Submitted: 16 February 2024 17:05 PM

Executive summary

Title of policy / decision: Approval of changes to fees and charges in Essex Record Office

Policy / decision type: Cabinet Member Action (CMA)

Overview of policy / decision: To approve the implementation of the proposed changes to fees and charges in the Essex Record Office, from 1 April 2024

What outcome(s) are you hoping to achieve?: The Essex Record Office contributes to making Essex a great place for children and families to grow up, as well as benefitting the health wellbeing of people in Essex. This decision will limit the cost of providing the archive service for the County while ensuring that fees charged, particularly for commercial services, remain competitive and reasonable.

Executive Director responsible for policy / decision: Mark Ash (Climate, Environment and Customer Services)

Cabinet Member responsible for policy / decision: Cllr Mark Durham (The Arts, Heritage and Culture)

Is this a new policy / decision or a change to an existing one?: Change to an existing policy / decision

How will the impact of the policy / decision be monitored and evaluated?: ERO customer satisfaction survey
Performance data from online services

Will this policy / decision impact on:

Service users: Yes

Employees: No

Wider community or groups of people: No

What strategic priorities will this policy / decision support?: Health, Independence and Wellbeing for All Ages

Which strategic priorities does this support? - Health: Healthy lifestyles

What geographical areas of Essex will the policy / decision affect?: All Essex

Digital accessibility

Is the new or revised policy linked to a digital service (website, system or application)?: No

Equalities - Groups with protected characteristics

Age

Nature of impact: None

Disability - learning disability

Nature of impact: None

Disability - mental health issues

Nature of impact: None

Disability - physical impairment

Nature of impact: None

Disability - sensory impairment

Nature of impact: None

Sex

Nature of impact: None

Gender reassignment

Nature of impact: None

Marriage / civil partnership

Nature of impact: None

Pregnancy / maternity

Nature of impact: None

Race

Nature of impact: None

Religion / belief

Nature of impact: None

Sexual orientation

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Access to archive records at the Essex Record Office is free. Charges are only made for additional services.

The extent of charges made for additional services provided by the ERO are determined with a view to limiting the cost of providing the archive service for the County while ensuring that fees are reasonable and, for commercial services, in line with market expectations.

The appropriateness of individual charges has been determined through desk-based research consisting of benchmarking and market insight as well as an annual inflationary increase review in line with ECC's Fees and Charges Policy.

In terms of benchmarking, when considering fees such as camera licences, reprographics and search services the proposed fees have been compared to those of other similar record offices. Conference Centre fees have

been compared to other venue hire offers in the Chelmsford area. Subscription fees have been compared to similar online genealogy services.

Monitoring of complaints and comments is also carried out routinely.

What actions have already been taken to mitigate any negative impacts?:

Levelling up - Priority areas & cohorts

Children and adults with SEND, learning disabilities or mental health conditions (taking an all-age approach)

Nature of impact: None

Children on Free School Meals

Nature of impact: None

Working families

Nature of impact: None

Young adults (16-25 who have not been in education, training or employment for around 6-12 months)

Nature of impact: None

Residents of Harlow

Nature of impact: None

Residents of Jaywick and Clacton

Nature of impact: None

Residents of Harwich

Nature of impact: None

Residents of Basildon (Town) housing estates

Nature of impact: None

Residents of Canvey Island

Nature of impact: None

Residents of Colchester (Town) - Housing Estates

Nature of impact: None

Residents of Rural North of the Braintree District

Nature of impact: None

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What actions have already been taken to mitigate any negative impacts?:

Equalities - Inclusion health groups and other priority groups

Refugees / asylum seekers

Nature of impact: None

Homeless / rough sleepers

Nature of impact: None

People who experience drug and alcohol dependence

Nature of impact: None

Offenders / ex-offenders

Nature of impact: None

Victims of modern slavery

Nature of impact: None

Carers

Nature of impact: None

Looked after children / care leavers

Nature of impact: None

The armed forces community (serving personnel and their families, veterans, reservists and cadets)

Nature of impact: None

People who are unemployed / economically inactive

Nature of impact: None

People on low income

Nature of impact: None

Sex workers

Nature of impact: None

Ethnic minorities

Nature of impact: None

Gypsy, Roma, and Traveller communities

Nature of impact: None

People with multiple complex needs or multi-morbidities

Nature of impact: None

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What actions have already been taken to mitigate any negative impacts?:

Equalities - Geographical Groups

People living in areas of high deprivation

Nature of impact: None

People living in rural or isolated areas

Nature of impact: None

People living in coastal areas

Nature of impact: None

People living in urban areas

Nature of impact: None

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What actions have already been taken to mitigate any negative impacts?:

Families

Family formation (e.g. to become or live as a couple, the ability to live with or apart from children)

Nature of impact: None

Families going through key transitions e.g. becoming parents, getting married, fostering or adopting, bereavement, redundancy, new caring responsibilities, onset of a long-term health condition

Nature of impact: None

Family members' ability to play a full role in family life, including with respect to parenting and other caring responsibilities

Nature of impact: None

Families before, during and after couple separation

Nature of impact: None

Families most at risk of deterioration of relationship quality and breakdown

Nature of impact: None

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What actions have already been taken to mitigate any negative impacts?:

Crime & Disorder

Crime and disorder

Nature of impact: None

The misuse of drugs, alcohol and other substances

Nature of impact: None

Re-offending

Nature of impact: None

Serious violence

Nature of impact: None

Rationale for assessment, including data used to assess the impact:

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(If negative impact assessed) What actions will be undertaken to mitigate negative impacts, including timescales:

What actions have already been taken to mitigate any negative impacts?:

None

How could you strengthen any positive impact(s)?:

Climate

Does your decision / policy involve development or re-development of buildings or infrastructure?: No

Does your decision / policy take place in, or make use of, existing buildings or infrastructure?: No

Does your decision / policy involve elements connected to transport, travel or vehicles? This includes travel needs / requirements of both service users and staff (including staff you're planning to recruit): No

Are you undertaking a procurement exercise?: No

Does your decision / policy involve the purchase of goods or materials?: No

Will any waste be generated by this decision? This includes waste from construction, waste generated by service users / staff, and waste generated by replacing existing products / materials with new: No

Action plan to address and monitor adverse impacts

Does your ECIA indicate that the policy or decision would have a medium or high adverse impact on one or more of the groups / areas identified?: No

Details of person completing the form

I confirm that this has been completed based on the best information available and in following ECC guidance: I confirm that this has been completed based on the best information available and in following ECC

guidance

Date ECIA completed: 16/02/2024

Name of person completing the ECIA: Martin Astell

Email address of person completing the ECIA: martin.astell@essex.gov.uk

Your function: Climate, Environment and Customer Services

Your service area: Culture, Heritage and Green Spaces

Your team: Essex Record Office

Are you submitting this ECIA on behalf of another function, service area or team?: No

Email address of Head of Service: louise.fitton@essex.gov.uk