

Stage 1: Scope of the Equality Impact Assessment

**** NB. It is important that your Equality Champion (See Corporate, Equality and Young People on WySpace for a current list) is aware that the EIA is being undertaken, and is kept updated throughout the entire process ****

EIAs are designed to be proportionate and relevant and thus the time spent completing the EIA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed

Your Equality Champion can help with completing the EIA if necessary, or guidance can be found in the Documents section of the Equality and Young People page on WySpace (via the Corporate tab)

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).

And who implements this policy, strategy, service or function?

Improvement works to Wycombe Museum and transfer to Trust

2. What is the purpose? (A short statement about its aim or objectives)

To carry out improvement works to the museum and transfer it to Trust. The works and transfer to Trust will do the following:

- Improve visitor facilities and accessibility, with new café, platform lift, toilets and larger Learning and Events room.
- Enable greater community participation in the management of the Museum Service
- Provide a continuing Museum service for all Wycombe District residents despite the financial constraints of Wycombe District Council

3. Who is affected? (The people it covers)

All Wycombe residents, Council staff and volunteers involved with the Museum Service, and elected members

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector) If so, please list them.

The Wycombe Society, The Princes Risborough Area Partnership, The Marlow Society, Bucks New University, Wycombe District Council are all bodies involved in the Trust Board, which has also recruited Board members from the wider Community.

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

Partnership: The transfer of the museum service to Wycombe Heritage and Arts Trust is part of an overall policy of placing community services into the control of the community. Wycombe District Council will provide grant funding to contribute to the future operation of the museum service by an independent Trust that represents the interests of the community and includes local District residents on its Board.

completion of the full EIA **MUST** be provided

If the answer to Q10 is 'yes' continue with stages 2-4 . Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.

If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Claire Hook, Equality Officer for discussion and possible further explanation at claire_hook@wycombe.gov.uk. Then, if following the challenge process

a) it is agreed with the Equality Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy it to the Equality Officer for publication.

OR

b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off until Stages 2-4 have been completed at which point a **Word electronic copy** should be returned to the Equality Officer for publication.

12. Who undertook this assessment?

Name: Catherine Silva Donayre

Job Title: Programme Manager

Phone: 01494 421310

Email: Catherine_silva_donayre@wycombe.gov.uk

This impact assessment was approved by the following Head of Service:

Name:

Service:

Date:

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.

Stage 2: Information Gathering

<p>1. Under the Equality Act we need to comply with certain General duties, These ask; What will the review or <u>change to the Service / policy etc. currently being assessed do to:</u></p>	
<p>eliminate unlawful discrimination, harassment and victimisation for any / all of the protected characteristics? (These are age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, marriage or civil p'ship, and pregnancy or maternity). Also bear in mind the impact on the needs of refugees and migrants where relevant. advance equality of opportunity for any / all of the protected characteristics (as listed above) foster good relations for any / all of the protected characteristics (as listed above)</p>	<p>Open recruitment to the Trust Board was a fair and equitable recruitment process and ensured that there was no discrimination against any of the protected characteristics. The appointment of new trustees in the future (to a permitted maximum of 11 on the Board) will ensure this process is continued.</p> <p>The procurement of consultants and contractors has required their compliance with the council's standards in relation to employment, equalities, health and safety and practices, as per the Council's regular procurement procedures.</p> <p>The Trustees' ongoing recruitment process will seek to ensure that future Trustees are appointed who are able to and committed to represent minority interests</p>
<p>2. Have you carried out work to identify the profile of your users or do you have information that describes the profile? (Please state the main sources of information you have used to map and understand the individuals and their needs, and what this has told you about them).</p> <p>Considerable engagement work, including a non- museum visitor street survey, was carried out as part of HLF funded work in recent years, and the information from it fed into the improvement plans for the building, and the themes for the galleries to be re-interpreted.</p>	
<p>3. Please describe the groups and / or mechanisms you use to engage / consult with service users, as well as a summary of the consultation findings if applicable. (Also include any relevant consultations undertaken by other organisations involved in delivery (Stage 1 Q4)).</p> <p>During a first stage HLF funded consultation in 2013</p> <ol style="list-style-type: none"> 1. SNAP Survey summary of historic comments forms 2. A district-wide questionnaire seeking views on a wide range of issues relating to the new museum; including themes, displays, facilities, barriers to participation etc. The questionnaire had two main methods of completion/distribution: <ol style="list-style-type: none"> i) Completion by interview (telephone and street) using a market research company, in order to capture responses from a statistically valid sample of the 	

district's population

ii) Self-completion of the questionnaire either online or via paper copies distributed at various community points throughout the district. Results were analysed using SNAP software

3. "Design your dream museum" children's competition sheet
4. Consultation workshops/focus groups including guidance on disabled friendly building arrangements, Text, Language, Displays, Facilities, Websites, Activities.
5. Meetings
6. Telephone and email consultation
7. Interviews including 'Chaircam' sessions which involved members of the public being invited to sit in a chair and share their views about the new museum to a film crew of Bucks New University students.
8. Teachers questionnaire for visiting schools
9. Round table discussions with teachers to review initial ideas and activity proposals
10. Advertisement of questionnaire on Twitter and Facebook
11. Stalls at 'Made in Wycombe' festival, Pann Mill open day, Eden centre street canvas and special Museum at Night event at the museum. Members of the public could vote for their favourite objects, design your dream museum competition sheets were available to complete, questionnaires were available to complete and at the Pann Mill open day people were invited to share their views about the museum through the 'Chair Cam' activity.

Second stage consultations in 2013/14 were as follows:

a) Stakeholder Consultation

- a. A Members Seminar was held, led by Project Board.
- b. Briefings were given to WDC Programme Board and Cabinet
- c. Trustees and museum staff each reviewed the plans at meetings concerned substantially with understanding the plans and making comment on them.
- d. Volunteers met and spent some time discussing plans at a regular volunteers meeting that afternoon.

b) General public consultation

- a. Information stands displaying the plans, manned by staff to answer questions and engage people, which were permanently on display for the 2 week period at the museum and the council offices as well as a further display which travelled across the district on different days in four locations including Princes Risborough Library, Marlow Library, Castlefield Community Centre and Wycombe Swan Theatre. To accompany the displays of the plans at various locations across the district a feedback form was used which was available for the public to fill out wherever the plans could be seen. (See appendix A for feedback form)
- b. A display of plans and feedback forms was taken to the Wycombe Community Festival.
- c. Posters were created and sent to 41 locations across the district to encourage people to refer to online plans and to participate in the consultation.
- d. Tweets and Facebook invitations were sent out to mark the start and approaching end of consultation with Bitly links to the website
- e. Plans were available to view on the museum and council website.

c) Engagement with community groups.

- a. A teacher's forum with primary education

b. Workshop held with women from Karima Foundation to continue consultation with Pakistani community.

c. An invitation via email inviting people to make comment was sent out. It was sent to over 450 individuals on the museum mailing list.

d. An invitation was also sent to 110 individuals who had expressed interest in being further consulted in the previous HLF funded questionnaire as well as individuals and groups who were contacted and consulted with as part of the direct engagement in the first phase.

e. Work has been carried out in 2014-15 with the African Caribbean community and the Pakistani community (as the two of the largest ethnic minority communities in the district) to gather digital content on heritage for integration in the new galleries.

3a. Is this ongoing? (if not please give reasons why)

The effectiveness of the Trust in delivering the equality agenda will be monitored as part of the Council's ongoing relationship with the Trust.

Engagement with many community groups continues and will continue to do so as the museum reopens under Trust and further develops its content and activities.

An evaluation process for future Trust operations has been established and will assess satisfaction of visitors with the museum and its services on a regular reporting cycle

4. Have you done any work to understand the impacts of your service/ policy/ review on these user groups? This may include any consultation/ research / studies you have used. (If 'yes' what has this told you)?

See section 3 above

5. Is there any further consultation or research planned?

Yes x No

If 'yes', remember to include this as an action in Stage 4

6. If there are gaps in your knowledge are there any experts/relevant groups that can be contacted to get further views or evidence on these issues?

Yes x No

6a. If Yes, please list them and explain how you will obtain their views:

Staff views relating to the transfer to Trust will be reflected in the detailed work undertaken during transfer of employment undertakings. HR and the Union will be engaged with as part of the planning and delivery of staff transfer arrangements.

Community Groups outlined in Section 3 above will continue to be engaged by the Trust in future to deliver heritage information and content for galleries, and to plan events and temporary exhibitions.

Remember to include contacting them, and (if relevant), the use of their views to determine actions in Stage 4

7. Do you need to carry out further research?

Yes No x

7a.If yes give details:

As described above

If 'yes', remember to include this as an action in Stage 4

Stage 3: Making a Judgement (Analysis)

<p>1. Please state what you have done to date to take into account the needs / promote service for each of the protected characteristics with respect to this policy / procedure / function / review. (Include here past actions that have benefitted specific groups. Eg in the past you may have undertaken work to benefit a particular group who may, therefore, be excluded from this new piece of work, and this needs explaining. This section is therefore not always applicable).</p>	
Age	Opinion survey in previous HLF funded engagement conducted with users and non users to assess particular needs of older and younger people. 3 meetings held with Wycombe Youth Connection to discuss means of involvement and future participation.
Disability	Opinion survey conducted with users and non users to assess particular needs of disabled people. Other forms of consultation identified in section 3 above. Meeting with Bucks Disability service to discuss and gain guidance on details of facility plans and access proposals.
Gender	Opinion survey conducted with users and non users to assess needs of both men and of women, though not focussing on this characteristic in particular. Other forms of consultation identified in section 3 above.
Gender reassignment	Opinion survey conducted with users and non users to assess needs of all residents, though not focussing on this characteristic in particular. Other forms of consultation identified in section 3 above.
Race	Opinion survey conducted with users and non users to assess particular needs of people from a variety of different ethnic backgrounds, including the ethnic groups that have a larger presence in the district's population profile (including Pakistani, Indian, Polish, Caribbean). Other forms of consultation identified in section 3 above.
Religion / belief	Opinion survey conducted with users and non users to assess needs of all local residents, though not focussing on particular faith groups. Other forms of consultation identified in section 3 above.
Sexual orientation	Opinion survey conducted with users and non users to assess needs of all local residents, though not focussing on this characteristic in particular. Other forms of consultation identified in section 3 above.
Marriage / civil partnership	Opinion survey conducted with users and non users to assess needs of all local residents, though not focussing on this characteristic in particular. Other forms of consultation identified in section 3 above.
Pregnancy / maternity	Opinion survey conducted with users and non users to assess needs of all local residents, though not focussing on this characteristic in particular. Views relating to the needs of mothers with babies and young children were sought in surveys. Other forms of consultation identified in section 3 above.
<p>3. From the information above and the description of your service state the likely positive and negative impacts for each protected characteristic. (This relates to the proposal currently being assessed)</p> <p>Also consider the wider impact - whilst low income isn't a protected characteristic in itself it might be highly relevant to the area being assessed. For example: older or younger people may have a lower income than the 'middle aged' working population.</p>	
Age	The new facilities should increase access and satisfaction with the museum visit experience for all age groups. For example there will better facilities for babies and young children with onsite catering and

	more toilets, as well as young people and school children, and better access for wheelchairs and those with mobility issues, as well as consideration given to the needs of younger and older residents in the layout and operation of the cafe.
Disability	The new improved access to the first floor for wheelchairs and those with mobility issues should increase access and satisfaction with the museum visit experience for those with disability or mobility impairment. The new museum will also provide improved remote online access to information about the district's heritage.
Gender	The new museum facilities and service should increase access and satisfaction with the museum visit experience for all
Gender reassignment	The new museum facilities and service should increase access and satisfaction with the museum visit experience for all
Race	The new museum facilities and service should increase access and satisfaction with the museum visit experience for all. It will also provide additional digital content specifically relevant to the story of certain migrant cultures in the Wycombe District
Religion / belief	The new museum facilities and service should increase access and satisfaction with the museum visit experience for all
Sexual orientation	The new museum facilities and service should increase access and satisfaction with the museum visit experience for all
Marriage / civil partnership	The new museum facilities and service should increase access and satisfaction with the museum visit experience for all
Pregnancy / Maternity	The new museum facilities and service should increase access and satisfaction with the museum visit experience for all, including this group. There will be better access for pushchairs/prams, and the café menu will include provision for young children. There will be a space within the cafe especially designed for toddler/child play and exploration. Space to park pushchairs will also be available.
<i>Again remember to include any actions in Stage 4 as necessary.</i>	
<p>3. Which negative impacts are:</p> <p>a) Unavoidable? Please explain your answers and ensure an <i>action is included in Stage 4</i> to mitigate these wherever possible</p> <p>The sale of Castle Hill House and partial loss of the open space in the grounds could potentially be mitigated by retention of part of the site as parkland/public open space.</p>	

Stage 4: Monitoring (Publication and Review)

1. Please state the actions you will take to promote equality or to address any adverse impact highlighted in the Stages above
Equality Improvement Plan (EIP)

Equality Target (eg Improved evaluation by school children attending formal sessions)	Equality Action (many actions may work towards one target) (eg i) devise pre-evaluation process, ii) devise post-evaluation process, iii) implement evaluation, iv) collate findings & make recommendations)	Intended outcome * this should link to any information you still need to obtain (Stage 2), any impacts you are attempting to mitigate, or achieve (Stage 3), or how it contributes to the Equality Act General Duties (Stage 3)	Deadline for completion this MUST be included (ongoing is not acceptable)	WDC officer responsible	Job Title	Email address	Phone number
Staff consultations on transfer arrangements	Inclusion of equality targets within objectives of new Trust, and communication of these to staff as part of the transfer consultation		Summer/ autumn 2015	Jennifer Baker and Simon Kearey	Trustees		
Continuing engagement with community groups	Maintenance of mailing list and contacts with groups for ongoing engagement	Enable sensitive and effective provision of appropriate themes and services in the new museum	August 2016	Hannah Ellams	Museum Director	hannah.ellams@wycombe.gov.uk ;	01494 421977

- Intended outcome relates to how the results of the action will be used. (for eg. If you have an action to consult please provide an intended outcome that shows what you will use the information gained for, and how this will make a real-life equality improvement for people).

-

NB you will be required to provide quarterly updates on these actions to your Equality Champion until they are completed.

Confirmation that actions are agreed and EIA approved for publication:

Head of Service signature...Elaine Jewell via email.....

Service Area Community

Date 25 June 15

An **electronic Word version** should now be sent to the Equalities Officer for publication.

Date received by Equalities Officer...25 June 15.....

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area.