

Equality Impact Assessment (EIA) Screening

An EIA helps to demonstrate how the Council meets its statutory Public Sector Equality Duty. It requires us to pay “due regard” to the impact of our decisions on people with protected characteristics in setting and implementing policies or developing services.

The law does not mean that no changes can be made, even if they have a negative effect on people. However, we must demonstrate that we have considered the impact that could happen and what steps we have put in place to mitigate against any negative impacts. We can also use an EIA screening as an opportunity to enhance positive impacts.

Please refer to the guidance on MySCC to help you complete this EIA Screening or speak to a member of the EIA Review Group.

Before this EIA screening is completed, please:

- ensure that you have used the latest EIA screening template on MySCC;
- attend an EIA training session, dates on MySCC;
- consider who is affected by the proposed changes to the service or policy and their protected characteristics, for example, the public and staff.
- consider including some input about the change from those affected by the proposed changes before completion of the EIA. i.e. undertake some co-production with people who will or may be affected by the proposed changes;
- make sure the EIA screening will be considered as part of the decision making process to help demonstrate how the Council meets its statutory Public Sector Equality Duty, i.e. the EIA is finalised and published before decisions are made;
- ensure that the EIA is written in plain English and content is appropriate as it will be published on the Suffolk County Council website. Please do not use any abbreviations and acronyms without explaining them.
- use links to websites, if necessary, for any supporting documents as the EIA will be converted into a pdf and published on its own so no embedded attachments will be visible.
- check that the EIA screening is accessible particularly if tables are included. Once you have completed the template, check the accessibility of the document by clicking on the ‘Review’ tab and then clicking on ‘Check Accessibility’;
- understand that this template includes terminology used in the Equality Act 2010. We appreciate that not everyone is comfortable with the term gender reassignment, but it has been used in this template as we need to reflect what the legislation says. The guidance in that section reflects the spectrum of people who are transgender, non-binary or gender non-conforming who should be considered when completing the EIA.
- consider how you might be able to use the EIA process to increase our understanding of those with protected characteristics in order to improve our decision making in the future. Can this be an opportunity to gather more information and data on people with protected characteristics and understand more about their lived experiences and the impacts that changes to SCC policies, procedures and services may have on them?
- Consider planning in a feedback process so that you can determine how accurately the EIA predicted impacts on those with protected characteristics so that you can improve your EIAs in the future.

Name of the proposed service or policy change	Improvements to West Suffolk Archives
Lead officer responsible for the policy or service	Jai Raithatha, Suffolk Archives
Officers carrying out the EIA screening (at least one must have done EIA training, it is recommended that an officer responsible for the policy or service is involved in the screening)	Kate Chantry, Suffolk Archives Alison Huxley, Economic Development
Is this a new EIA or a revision to a previous one? (If revision, please provide date of previous EIA)	New
Date this EIA screening was completed	29/12/22

Part A: Background

1. What is the proposed change?

Briefly describe (max. 250 words) the service/policy and the changes that are being proposed:

- The Suffolk Archives service is run by Suffolk County Council. The service holds the single largest repository of documentary and printed heritage relating to the history of Suffolk. Its collections include key historical records from across the county which are made accessible to people for a huge variety of purposes.
- The West Suffolk branch of Suffolk Archives has operated out of 77 Raingate Street in central Bury St Edmunds since 1974. It is Grade 2 listed and includes specialist archive storage areas as well as public access facilities such as a search room and local studies library.
- The premises now require significant investment to ensure that they meet modern standards and are suitable for the delivery of a 21st century archive service.
- The Council has undertaken an options appraisal to assess the relative costs and benefits of investing in either:
 - a) Comprehensive renovation of the current branch premises at Raingate Street including improvements to disabled access and the layout and facilities of the building.
 - b) Relocation of the service to new premises at the planned Western Way Development in Bury St Edmunds. The new facility, which would be completed in late 2025, would be purpose built and co-located with other public sector services.
- A paper will be taken to Cabinet in February 2023 which requests a decision on the way forward and approval for the necessary funding.

2. Why are these changes being proposed?

Briefly describe (max. 250 words) the reasons for making these changes:

There are serious concerns with the Raingate Street premises which will need to be addressed in the immediate future as follows:

1. The fabric of the **building is dated and in need of substantial upgrading and repair.**

2. **Access to the service for those who are disabled is sub-standard** because the public facilities are spread over two floors with no passenger lift to the first floor.
3. The **layout of the building is not fit for purpose** and needs re-designing so that it is suitable for delivery of a modern archive service. In particular, there are very limited facilities for community outreach and education activities.
4. The building is in a **challenging location** which makes it difficult to attract visitors. The site lacks visibility; has little public footfall and very limited public parking.
5. The building has **structural weaknesses** which make it vulnerable to damp and water ingress and parts of the Strong Room are poorly insulated. Major works are required to mitigate these risks and preserve the archive from environmental damage.
6. There **is insufficient capacity** on site for storage of the current West Suffolk archive or for any future accruals.

The impacts on people and communities in the locality have become significant. In particular:

- It has been necessary to temporarily relocate the search room to the smaller ground floor Education Room. This helps to ensure that disabled customers are not unfairly disadvantaged but also means that community/education activities can only be run a maximum of twice each week (when the building is closed to the public) due to the lack of ground floor space.
- The audience that we have been able to reach in the West of the county is less diverse and we are failing to reach people from key groups with protected characteristics especially those from non-white backgrounds.
- We have been unable to offer the quality of service we would like to our West Suffolk customers.
- Visitor numbers have dropped significantly.

3. What will the effect of the changes be?

Describe what difference the changes will make on people, communities, localities etc:

- We anticipate that:
 - Improving our building and facilities will enable us to offer a more flexible and welcoming environment for the public and help improve the experience for a wider range of customers.
 - Designing in dedicated spaces for community events, exhibitions and activities will enable us to attract new collections from under-represented groups and to reach a much wider and more diverse audience.
- Recent evaluation evidence from the Hold project in Ipswich highlights the positive role that buildings can play in the performance of archive services. The new facility in Ipswich has played a key part in transforming the service and has resulted in:
 - Positive feedback from new and existing users with 89% of visitors rating their experience as excellent or very good.

- A huge increase in visitors with twice the target number in 2021/22 (over 74,000 visits)
- Over 700 events held with many attracting an ethnically and culturally more diverse audience.
- We are confident that either of the proposed options for investment in Bury St Edmunds will result in a better service for the people and communities of West Suffolk as follows:

Option A (Raingate Street)

- Once the lift is installed, the public search room will move back to the first floor and the education room will be available for its original use. This will mean a full programme of education and community outreach activities and events can be resumed on site.

Option B (Western Way)

- Western Way will benefit from a larger, modern, purpose-built education room and the extended opening hours on site will help the service to run events that are easily accessible to more people (e.g.) those that are working.
- The Western Way site will have plenty of on-site parking and good public transport links which will make it easier for people to visit and help increase visitor numbers.
- The Suffolk Archives area would be co-located with a range of leisure, education and health facilities which have a huge community footfall. This will help to raise the visibility of the service and remove barriers to engagement.
- Co-location with other community services both within the building and across the wider public sector estate at Western Way will create the potential for partnership working as well as new service development and funding opportunities.
- The proposed Suffolk Archives area would be specifically designed for our use with facilities such as a dedicated state of the art strongroom, a local studies and research zone and a large flexible events space. This will enable us to run a more extensive and inclusive programme of community events.
- New technology and improved IT facilities would be integral to the design of the new search room and education area, which should help broaden our appeal to younger users.
- Improved preservation facilities could help us to attract contemporary collections which are more representative of the wide range of people who continue to call Suffolk home. At the Hold for example, recent accessions have included items such as placards relating to a Black Lives Matter protest and Ipswich LGBTQ+ Helpline and magazines/periodicals.
- Visitors with disabilities would benefit from a building which has been purpose-built to current accessibility standards, rather than adapted piece-meal.
- The facilities would be managed by West Suffolk Council, freeing up archives staff to spend more time working with customers, instead of managing on-going building maintenance and repair issues.

4. Has co-production been used to help formulate the proposed changes?

(i.e. have you involved people with lived experience of the protected characteristics in the development of your proposed service/policy change etc? For example, you might talk to

current, recent, or potential service users, SCC Staff Networks, Suffolk Parent Carer Forum, Healthwatch.) If so, please provide brief details:

- A survey has been carried out to understand more about how our existing customers use the service. The survey was widely promoted through local networks and on social media and received over 200 responses. We also encouraged non-users to complete the survey.
- A number of engagement sessions were held with residents to present and discuss our proposals including:
 - Engagement sessions with representatives from key local history/ heritage organisations on 22 June 2022.
 - An engagement session with Suffolk Archives staff.
 - A public presentation and discussion hosted by the Friends of Suffolk Archives on 3 November 2022.
- A working group for staff across the county was set up to feed in their ideas on an ongoing basis.
- An audit of the Raingate Street premises was commissioned from the Business Disability Forum in order to help us identify physical and operational changes that will be needed to make the service more accessible for our disabled users.
- A number of local disability groups will be consulted on the plans for Western Way in early 2023 as part of the detailed design work for the scheme. Representatives from Forest Heath Disability Forum, Haverhill Disability Forum and Inspire Social Care have been invited it is hoped that representatives from parents with disabled children and dementia groups will also attend.

5. Who (job role or group) will make the decision about whether the proposed changes will be implemented, and when will this happen?

(Please note, this must be after the EIA screening has been published so that the impact on people from each of the Protected Characteristics identified in the EIA is considered as part of the decision-making process). Please provide details:

A decision on the project will be taken by Cabinet on 21 February 2023.

6. How will the proposed change be implemented?

Briefly describe the timescales and process for implementation:

- The Council would need to make a formal commitment to West Suffolk Council in March 2023 if it decides that the service should be relocated to Western Way. Planning permission for the overall scheme was secured in August 2020 and construction is due to commence in September 2023. The new complex is expected to open to the public in Autumn 2025.
- If the Council opts to invest in improvements to Raingate Street, we would aim to agree a phased programme of works commencing in 2023 and completing in 2025. The exact scope and schedule of works would be subject to securing the relevant permissions necessary from West Suffolk Planning and English Heritage due to the listed status of the building.

7. When is it due to start?

(Planned start of new/revised policy/service). Please provide details:

As above.

8. Any other relevant details

Additional information that will help to explain your plans; may be left blank:

- A range of interim measures have been brought in at Raingate Street to help ensure that our disabled users are not unfairly disadvantaged. These include moving the main entrance to the side of the building, relocating the search room temporarily to the education room on the ground floor and closing all public access to the second floor whilst alternative options for the service are explored.
 - These changes mean that the ground floor Education Room is only currently available for outreach activities one or two days/week when the building is otherwise closed to the public. This places significant restrictions on the ability of the service to run a meaningful programme of education and community events in the West Suffolk area.
 - The temporary search room on the ground floor is smaller than the upstairs search room resulting in fewer research tables and books and other resources on open access for customers to use.
 - The Raingate Street building sits within a Conservation Area and the listing includes fixtures and fittings, which will limit the improvements that can be made.
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9. Current service users

What do you know about your current service users by protected characteristics (where this data is available)?

If it is not currently available state any plans to collect more information so that you are able to use it in future when it is relevant to do so

- Suffolk Archives conducts visitor surveys every 18 months which is managed by the Archives and Records Association.
- In 2015/16 Suffolk Archives received over 18,000 visits to its three branches. The data indicates that none of the users of the West Suffolk branch were from non-white communities and suggests that the service needs to do much more to extend our reach to a more ethnically diverse audience.
- This trend was confirmed in a more recent engagement exercise carried out as part of the West Suffolk Options Appraisal exercise whereby only 0.04 per cent of survey respondents were from a non-white background.

- Current users of the West Suffolk branch tend to be older with over 75 per cent of users aged 55 or older. Younger users and families are typically under-represented. Over 90 per cent of respondents to our recent West Suffolk survey were over the age of 45.
 - The number of disabled users is around 18 per cent, which is broadly consistent with the national average. Just over 60 per cent of users are female.
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10. Potential service users and the community

What do you know about your potential service users and the wider community by protected characteristics (where this data is available)?

- Who will use the service or be subject to the policy after the change?
- Provide a brief overview of quantitative data (numbers) used and any research undertaken, including customer surveys and focus groups, plus links to reports, local or national data that you have used. The [Suffolk Observatory](#) has a prepared EIA profile available at a variety of geographical levels if required.

The populations resident within a 30-mile drive time catchment for St Edmundsbury are generally older, white and less diverse than the national average and include fewer families with dependent children.

There is clear potential to broaden the diversity of our West Suffolk user base to reflect the diversity of the population of the county, particularly by making our services more accessible and attractive to:

Black and minority ethnic groups (BME) – the 2021 Census indicated that around 4.7% of the Suffolk population is from a non-white or mixed ethnic background.

Young adults – although (like other counties) Suffolk has an ageing population, with the aged over 65s representing 24% of the population, the number of young is increasing.

Families and children - There were 121,710 people aged 0-15 in 2021 and over 70,000 families.

People with disabilities – the 2021 Census indicated that 17.9% of the Suffolk population have a disability (similar to the national average).

Transgender community - Around 1% of the population might identify as trans, including people who identify as non-binary. That would equate to around 3,900 people in Suffolk in 2020.

LGBT+ community - National (3.7%, England) and regional (2.7%, East of England) estimates which suggest that around 10,000 Suffolk residents would identify as LGBT+. <https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/datasets/se>

Those living in rural areas - 39.7% of the Suffolk population live in a rural area, which is significantly above the East of England at 28.9%.

<https://www.suffolkobservatory.info/equality-impact-assessment>

Part B: Impact on people with protected characteristics

Implications for communities/service users/customers impacted by the proposed changes and workforce/staff, where they may be impacted by the proposed changes:

Describe how your plans will specifically affect (or not) people from each of the protected characteristics within the boxes below.

- Any positive or negative impact not specific to any of the protected characteristics should be covered above in answer to the "What will the effect of the changes be?" section (Question 3 above).
- If both service users and staff will be affected, please ensure the impacts on each are listed separately in each box.
- It is possible to have both a positive and negative impact.

1. Disability:

What is the impact of the proposed service or policy on people with <u>any</u> disability and what evidence do you have?		
<ul style="list-style-type: none"> If you do not believe there is any impact briefly describe why not. 		
<p>Improving the facilities available for people with a wide range of disabilities is one of the key objectives of the improvements that we are proposing.</p>		
Please select whether there is a positive or negative impact		
<ul style="list-style-type: none"> If there is no expected impact, select N/A. It is possible to have both a positive and negative impact. 		
Positive impact <input checked="" type="checkbox"/>	Negative impact <input type="checkbox"/>	N/A <input type="checkbox"/>
If there will be a positive or negative impact, please describe what this will look like		
<p>The programme of works that we are proposing if the Council choses to stay at Raingate Street is based on audits carried out for us by accessibility specialists and includes major improvements to facilitate wheelchair access such as the installation of a passenger lift and upgrading of the toilet facilities.</p> <p>If the Council decides the service should be located to Western Way, work will be undertaken with the West Suffolk Council Programme team to ensure that the design scheme reflects the latest guidance and construction standards on disabilities. Specifically, it is expected that as a minimum:</p> <ul style="list-style-type: none"> Public entrances to the building will have level access with automatic or assisted opening doors. All internal doors will have low force overhead cam closers coupled with finger guards. Lift access will be available to all public and private floors. Accessible routes (at least 1.5m wide) will be designed-in throughout. Accessible toilets will be provided. 		

- The usability of features such as control panels and switches for people with a range of disabilities.
- The colour, lighting scheme and selection of finishing materials will be designed to accommodate people with visual impairments.
- The corporate, directional and information signage for the project will be in accordance with the recommendation of the Sign Design Guide.
- Hearing loops will be incorporated to assist people with hearing impairments.

The main design reference guides used will be the Approved Document to Part M (2004).

Car parking for visitors and staff with disabilities will be provided in accordance with Part M of the Building Regulations and in line with the minimum 5% provision specified in Suffolk County Council's Parking Advisory Standards (2002, revised 2014).

Do you expect the extent of the impact to be low, medium or high?

- If you expect no impact, put N/A.

Low impact ☐

Medium impact ☐

High impact ☒

N/A ☐

What could be done to mitigate any negative impact or further promote positive impact?

- If you expect no impact, put N/A.

- We will ensure that our disabled users at Raingate Street are not disadvantaged by continuing to offer all services to the public on the ground floor until the proposals are implemented. We will consult with existing service users about how we can offer them the best possible service within these constraints in the interim.
- In the longer term, we will recommend the development of a Building, Accessibility and Services manual for the branch at either location. This will detail the use, testing and replacement of specialist equipment, suggested maintenance cycles and the reasons why particular designs, materials, finishes, equipment, and colour schemes were chosen. The manual will be an important resource in the ongoing management of the facility.

2. Age:

What is the impact of the proposed service or policy on people due to their age and what evidence do you have?			
<ul style="list-style-type: none"> If you do not believe there is any impact briefly describe why not. 			
<ul style="list-style-type: none"> Increasing the visibility of the service and introducing new spaces for educational and community activities will enable Suffolk Archives to reach a younger audience including more school pupils, families, and young adults. Evaluation evidence suggests that the development of new facilities in Ipswich has enabled successful engagement with a much younger audience. As a result of the opening of the Hold, the proportion of users aged under 45 almost doubled from 22% in 2016 to 40%. Eighty-five sessions have also been held with school and youth groups, reaching 2700 pupils. Better facilities for the disabled will also benefit older users. 			
Please select whether there is a positive or negative impact			
<ul style="list-style-type: none"> If there is no expected impact, select N/A. It is possible to have both a positive and negative impact. 			
Positive impact <input checked="" type="checkbox"/> Negative impact <input type="checkbox"/> N/A <input type="checkbox"/>			
If there will be a positive or negative impact, please describe what this will look like			
<ul style="list-style-type: none"> Both options for development include a dedicated education room where events such as arts and crafts workshops can be offered for pre-school children and curriculum-based activities for local primary and secondary schools. The Western Way development would have the added advantages of providing us with a modern, flexible space that would be open for extended hours. This would allow a more innovative and wide-ranging programme of events to be offered including evening and weekend social events targeted at young adults who say that they sometimes feel “unwanted and uninvited” in more traditional heritage buildings. Improvements to access, and the installation of hearing loops which are incorporated in the proposals for both Western Way and Raingate Street will benefit older as well as disabled users. The on-site parking which will be available at Western Way will also be appreciated by some older customers who may be less mobile. 			
Do you expect the extent of the impact to be low, medium or high?			
<ul style="list-style-type: none"> If you expect no impact, put N/A. 			
Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input checked="" type="checkbox"/> N/A <input type="checkbox"/>			
What could be done to mitigate any negative impact or further promote positive impact?			
<ul style="list-style-type: none"> If you expect no impact, put N/A. 			
<ul style="list-style-type: none"> Targeted events, activities and marketing will be required to ensure that a new, younger audience is fully engaged. Should the service move to Western Way, work will be done with the other community partners involved in the project to develop innovative exhibition and display spaces 			

throughout the building to engage public users (of all ages) of the wider services on site such as the leisure, health and cafe facilities.

3. Sex (gender):

What is the impact of the proposed service or policy on people due to their sex (gender) and what evidence do you have? <ul style="list-style-type: none"> If you do not believe there is any impact briefly describe why not. 			
<ul style="list-style-type: none"> The new building / facilities will be designed to be modern, welcoming, attractive, and accessible to all genders. The new community spaces that the project creates will also enable Suffolk Archives to work more closely with groups with protected characteristics such as women and to highlight the role that they have played in our local history. 			
Please select whether there is a positive or negative impact <ul style="list-style-type: none"> If there is no expected impact, select N/A. It is possible to have both a positive and negative impact. 			
Positive impact <input checked="" type="checkbox"/>		Negative impact <input type="checkbox"/>	N/A <input type="checkbox"/>
If there will be a positive or negative impact, please describe what this will look like			
<p>Improved education and exhibition spaces will enable the service to encourage pride in the achievements of people of all genders. The exciting programme of activities that has been run at the new Hold facility in Ipswich provides good examples of the positive impacts that could be achieved in West Suffolk. The programme included the “<i>Women don’t do Such Things</i>” exhibition and symposium which invited people to step back in time and walk in the footsteps of pioneering Suffolk Women who have broken down barriers in their communities and helped make history. The exhibition attracted over 1000 visitors and generated some excellent feedback:</p> <p><i>“Extremely interesting and well displayed – makes it easy and enjoyable to learn new things”</i></p> <p><i>“I love the fact so much of the exhibition has been created by local women”</i></p> <p><i>“I really liked how you included intersectional women...Also really liked interactive elements.”</i></p> <p><i>“Great to hear about young women currently active, making a difference.”</i></p> <p><i>“Learned a lot about local history and how incredible women were/are”</i></p>			
Do you expect the extent of the impact to be low, medium or high? <ul style="list-style-type: none"> If you expect no impact, put N/A. 			
Low impact <input type="checkbox"/>	Medium impact <input type="checkbox"/>	High impact <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
What could be done to mitigate any negative impact or further promote positive impact? <ul style="list-style-type: none"> If you expect no impact, put N/A. 			
We will maximise positive impacts further through:			

- Curation of new events and activities which showcase the role of all genders in our local history.
- Building relationships with local community groups to develop new research materials that provide a true reflection of Suffolk society.

4. Gender reassignment:

What is the impact of the proposed service or policy on people who are transgender, non-binary or gender non-conforming and what evidence do you have?

- If you do not believe there is any impact briefly describe why not.

- The new building / facilities will be designed to be modern, welcoming, attractive, and accessible for all, including those people who are transgender, non-binary or gender non-conforming .

Please select whether there is a positive or negative impact

- If there is no expected impact, select N/A.
- It is possible to have both a positive and negative impact.

Positive impact ☒

Negative impact ☐

N/A ☒

If there will be a positive or negative impact, please describe what this will look like

- We will offer our new outreach spaces to local community groups interested in using the archives to explore a wide range of personal, social and health related issues including gender identity.
- The toilet facilities at Western Way will include cubicles to allow flexibility for unisex provision to be developed.

Do you expect the extent of the impact to be low, medium or high?

- If you expect no impact, put N/A.

Low impact ☐

Medium impact ☒

High impact ☐

N/A ☐

What could be done to mitigate any negative impact or further promote positive impact?

- If you expect no impact, put N/A.

- Co-develop dedicated events and activities with relevant community groups.
- Seek to access sources of external grant funding to help us develop this new audience.

5. Sexual orientation:

What is the impact of the proposed service or policy on people due to their sexual orientation and what evidence do you have?

- If you do not believe there is any impact briefly describe why not.

- The new building / facilities are intended to be modern, welcoming, attractive, and accessible, for all. The improvements will benefit everyone, including people of all sexual orientations.

- We will also use the new community spaces that the project will create to develop events, exhibitions, and educational activities to help support groups with protected characteristics such as sexual orientation.
Please select whether there is a positive or negative impact <ul style="list-style-type: none"> If there is no expected impact, select N/A. It is possible to have both a positive and negative impact.
Positive impact <input checked="" type="checkbox"/> Negative impact <input type="checkbox"/> N/A <input type="checkbox"/>
If there will be a positive or negative impact, please describe what this will look like
<p>The exciting new programme of activities we have run at the Hold gives a good example of how we would hope to use our improved facilities in West Suffolk. The programme included the award winning “<i>Pride in Suffolk</i>” project which brought local community groups together to explore the hidden histories of lesbian, gay, bisexual, transgender and gender non-conforming people in Suffolk's past. The programme included an exhibition, art workshops and a themed escape room and attracted over 500 visitors. Feedback from the events clearly demonstrates how it has helped to build important new connections with the local LGB+ community.</p> <p style="margin-left: 40px;"><i>“I love this exhibition. The stories focus on the importance of representation in our communities & I’m so glad you’ve been able to open it to people”</i></p> <p style="margin-left: 40px;"><i>“We are grateful for the amount of work you have put in to make sure that you are accurately and fairly representing us, our community and our experiences.”</i></p> <p style="margin-left: 40px;"><i>“The last school group today included some High School children who have been researching inclusivity. They were impressed by how much they did not know”</i></p> <p style="margin-left: 40px;"><i>“As a queer person I found the show very moving. Some parts were quite emotional, especially hearing the hardships people like me have faced just because others are afraid and prejudiced. However, there are so many messages of growth and positivity in this exhibition”</i></p>
Do you expect the extent of the impact to be low, medium or high? <ul style="list-style-type: none"> If you expect no impact, put N/A.
Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
What could be done to mitigate any negative impact or further promote positive impact? <ul style="list-style-type: none"> If you expect no impact, put N/A.
<p>We will maximise positive impacts further through:</p> <ul style="list-style-type: none"> Curation of new events and activities which showcase the role of the LGB+ community in Suffolk history. Continuing to build relationships with local LGB+ community groups to develop and showcase relevant new collections.

6. Race:

What is the impact of the proposed service or policy on people due to their race and what evidence do you have?
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<ul style="list-style-type: none"> If you do not believe there is any impact briefly describe why not.
<ul style="list-style-type: none"> The new building/facilities are intended to be modern, welcoming, attractive, and accessible, for all. The improvements will benefit everyone, regardless of their race. We will use the new community spaces that the project will create to develop events, exhibitions, and educational activities to help support groups from a range of ethnic groups and to help raise awareness of their role in shaping our local and national history.
Please select whether there is a positive or negative impact <ul style="list-style-type: none"> If there is no expected impact, select N/A. It is possible to have both a positive and negative impact.
Positive impact <input checked="" type="checkbox"/> Negative impact <input type="checkbox"/> N/A <input type="checkbox"/>
If there will be a positive or negative impact, please describe what this will look like
<ul style="list-style-type: none"> The exciting new programme of activities we have run at the new Hold building in Ipswich gives a good example of what we hope to achieve in West Suffolk. The programme included “<i>Our Windrush Stories In a New Land</i>”, an exhibition showcasing those who came to Ipswich in the 1950s and 1960s to create new lives. The exhibition was curated by the Suffolk Windrush Group, a voluntary organisation dedicated to celebrating the achievements of African and Caribbean people in Suffolk and has clearly helped to forge new relationships with the local people from ethnic minority backgrounds. <p><i>“On behalf of the Suffolk Windrush Group, I would like to say a huge thank you for all your support and help for this year’s Exhibition. One of the things I have fed back to the lottery evaluator is the extent to which the collaboration has promoted positive working relationships between the HOLD and our community.”</i> (Suffolk Windrush Group)</p>
Do you expect the extent of the impact to be low, medium or high? <ul style="list-style-type: none"> If you expect no impact, put N/A.
Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
What could be done to mitigate any negative impact or further promote positive impact? <ul style="list-style-type: none"> If you expect no impact, put N/A.
We will maximise positive impacts further through: <ul style="list-style-type: none"> Curation of new events and activities which showcase the role of a wide range of ethnic groups in Suffolk history. Continuing to build relationships with local groups to develop and showcase relevant new collections.

7. Religion or belief:

What is the impact of the proposed service or policy on people due to their religion or belief and what evidence do you have? <ul style="list-style-type: none"> If you do not believe there is any impact briefly describe why not.
The new building/facilities are intended to be modern, welcoming, attractive and accessible, for all. The improvements will benefit everyone, including people of any religion or belief.

Please select whether there is a positive or negative impact <ul style="list-style-type: none"> If there is no expected impact, select N/A. It is possible to have both a positive and negative impact. 			
Positive impact <input checked="" type="checkbox"/>		Negative impact <input type="checkbox"/>	
		N/A <input type="checkbox"/>	
If there will be a positive or negative impact, please describe what this will look like			
We do not collect data on religious belief from visitors, but there is potential to promote different collections to groups to diversify and broaden the West Suffolk Archives audience. The new facilities will assist with the process by providing a modern, welcoming building with exhibition space that can be used to display collections of interest to people of different religious beliefs.			
Do you expect the extent of the impact to be low, medium or high? <ul style="list-style-type: none"> If you expect no impact, put N/A. 			
Low impact <input type="checkbox"/>		Medium impact <input checked="" type="checkbox"/>	
		High impact <input type="checkbox"/>	
		N/A <input type="checkbox"/>	
What could be done to mitigate any negative impact or further promote positive impact? <ul style="list-style-type: none"> If you expect no impact, put N/A. 			
We will maximise positive impacts further through: <ul style="list-style-type: none"> - Curation of new events and activities which showcase the role of people from a wide range of religious backgrounds in Suffolk history. - Continuing to build relationships with local groups to develop and showcase relevant new collections. 			

8. Marriage/civil partnership:

What is the impact of the proposed service or policy on people who are married or in a civil partnership and what evidence do you have? <ul style="list-style-type: none"> If you do not believe there is any impact briefly describe why not. 			
The new building/facilities are intended to be modern, welcoming, attractive and accessible, for all. The improvements will benefit everyone, regardless of their relationship status.			
Please select whether there is a positive or negative impact <ul style="list-style-type: none"> If there is no expected impact, select N/A. It is possible to have both a positive and negative impact. 			
Positive impact <input type="checkbox"/>		Negative impact <input type="checkbox"/>	
		N/A <input checked="" type="checkbox"/>	
If there will be a positive or negative impact, please describe what this will look like			
N/A			
Do you expect the extent of the impact to be low, medium or high? <ul style="list-style-type: none"> If you expect no impact, put N/A. 			
Low impact <input type="checkbox"/>		Medium impact <input type="checkbox"/>	
		High impact <input type="checkbox"/>	
		N/A <input checked="" type="checkbox"/>	
What could be done to mitigate any negative impact or further promote positive impact?			

- If you expect no impact, put N/A.

N/A

9. Pregnancy/maternity:

What is the impact of the proposed service or policy on people who are pregnant or those with a young child and what evidence do you have?

- If you do not believe there is any impact briefly describe why not.

- The Western Way development will provide a family friendly environment including dedicated facilities for those with young children.
- The improvements proposed at Raingate Street will create a better environment for all but will not have any benefits specific to people with this characteristic. Accessibility improvement for people with disabilities could be expected to have similar benefits for people who have a young child (pram/push-chair access).

Please select whether there is a positive or negative impact

- If there is no expected impact, select N/A.
- It is possible to have both a positive and negative impact.

Positive impact ☒

Negative impact ☐

N/A ☐

If there will be a positive or negative impact, please describe what this will look like

- The Western Way building will have dedicated facilities for those with young children including baby changing areas and a buggy park.
- Western Way will include a large leisure centre and soft play facility and as such will be designed with a family audience in mind. Where possible, spaces will be interactive and incorporate sensory elements such as visual images and audio. There will be flexible soft seating and a café area that should appeal to those who are pregnant or visiting with young children.
- The complex will benefit from on-site public parking which is often valued by those with young children.
- The archives area will be on the ground floor with easy access for those with prams.

Do you expect the extent of the impact to be low, medium or high?

- If you expect no impact, put N/A.

Low impact ☐

Medium impact ☐

High impact ☒

N/A ☐

What could be done to mitigate any negative impact or further promote positive impact?

- If you expect no impact, put N/A.

- Work with the other project partners on site to co-develop, promote, and share services for families visiting Western Way.
- Run events targeted at young families in the new educational/ community spaces that would be created at either venue.

Part C: Assessment of additional impacts relating to rurality and socio-economic disadvantage

In addition to the protected characteristics above, you should consider the impact of living in a rural area as part of this assessment, as well as how a proposed service or policy change might impact on people experiencing socio-economic disadvantage. These are not characteristics protected by law, but SCC has determined that it is good practice to consider carefully how they may affect people's experience of a policy or service.

1. Rurality:

<p>The Rural-Urban definition (DEFRA) introduced in 2004, defines urban areas as settlements of over 10,000 people. Other settlements are defined as one of three rural types: town and fringe, village or hamlet, and dispersed.</p>			
<p>What is the impact of the proposed service or policy on people who live in an urban or rural area and what evidence do you have?</p> <ul style="list-style-type: none"> If you do not believe there is any impact briefly describe why not. 			
<ul style="list-style-type: none"> People who live in rural areas are most likely to be impacted by changes to their travel plans which would be necessitated if the service relocates to Western Way. Data from our recent survey indicated that 72% of our West Suffolk service users currently travel to the branch by car. Those with access to a car should find it much easier to visit Western Way than the current building. Raingate Street does not have any staff or public parking on site and only one official disabled space. The nearest public parking is situated at Rams Meadow which is approximately 20 minutes' walk. Only 7% of service users said that they travelled by public transport. Users travelling from rural areas may need to add an additional leg to their journey to reach Western Way from the town centre. The Western Way development is accessible via various bus routes from central Bury St Edmunds. The train station is a 25-minute walk away. 			
<p>Please select whether there is a positive or negative impact</p> <ul style="list-style-type: none"> If there is no expected impact, select N/A. It is possible to have both a positive and negative impact. 			
<p>Positive impact <input checked="" type="checkbox"/> Negative impact <input type="checkbox"/> N/A <input type="checkbox"/></p>			
<p>If there will be a positive or negative impact, please describe what this will look like</p> <ul style="list-style-type: none"> As most service users travel by car, and car ownership is high in rural Suffolk, it is likely that the overall impact on journey times and convenience for those living in rural areas would be positive. 			
<p>Do you expect the extent of the impact to be low, medium or high?</p> <ul style="list-style-type: none"> If you expect no impact, put N/A. 			
<p>Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>			
<p>What could be done to mitigate any negative impact or further promote positive impact?</p> <ul style="list-style-type: none"> If you expect no impact, put N/A. 			
<ul style="list-style-type: none"> We will include links to public transport information for the site on the Suffolk Archives website. 			

- Our “Archives on Tour” trailer will focus on rural parts of West Suffolk that are least well served by public transport.
- Duplicate Local Studies books for the west of the county could be offered to Suffolk Libraries to add to their loanable stock.
- Loan boxes could be provided to schools in rural areas on particular themes of interest together with online and travelling exhibitions.
- It is anticipated that we will have completed the digitisation of Suffolk’s Parish Registers by 2025. This will provide an alternative channel for people to research their family history at home / without having to travel to a branch. Free access to these records for all Suffolk residents has been negotiated through and will be made available to all Suffolk libraries and schools.

2. Socio-economic disadvantage:

To enable SCC to tackle poverty in Suffolk it is important that due consideration is given to socio-economic disadvantage when considering changes to services, developing new services, procuring services etc. For instance, complicated or time-consuming application processes can have a negative impact on take-up from people in poor socio-economic situations. In terms of access there can often be barriers to accessing services that are very specific to people in socio-economic disadvantage which if thought through and overcome can ensure greater take-up.

What is the impact of the proposed service or policy on people due to socio-economic disadvantage and what evidence do you have?

- If you do not believe there is any impact briefly describe why not.

The improvements will benefit everyone, regardless of income.

Please select whether there is a positive or negative impact

- If there is no expected impact, select N/A.
- It is possible to have both a positive and negative impact.

Positive impact ☒

Negative impact ☐

N/A ☐

If there will be a positive or negative impact, please describe what this will look like

Low-income groups are under-represented in our user profile and in their use of archive services nationally. Co-location of the service at Western Way with other health, leisure and education facilities would provide us with an important opportunity to reach this new audience.

Do you expect the extent of the impact to be low, medium or high?

- If you expect no impact, put N/A.

Low impact ☐

Medium impact ☒

High impact ☐

N/A ☐

What could be done to mitigate any negative impact or further promote positive impact?

- If you expect no impact, put N/A.

N/A

Part D: Recommendation to EIA Review Group

In your opinion, should a full EIA* be carried out for this policy or service change?

Yes ☐ No ☒

Briefly give your reasoning for this:

- The proposed improvements will have an almost entirely positive impact on people, communities, and equality and are unlikely to be controversial.
- A detailed screening report has been produced and there is little additional information/value that could be added to a full EIA.

*A full EIA involves consultation with all stakeholders, which may include actual and potential service users, community groups, staff and managers, partner agencies and trade unions. For guidance contact the Lead for Equalities, Diversity and Inclusion via EIA.mailbox@suffolk.gov.uk.