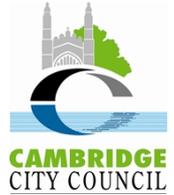


# Cambridge City Council Equality Impact Assessment

Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.



The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from Suzanne Goff, Strategy Officer on 01223 457174 or email [suzanne.goff@cambridge.gov.uk](mailto:suzanne.goff@cambridge.gov.uk) or from any member of the Joint Equalities Group.

## 1. Title of strategy, policy, plan, project, contract or major change to your service:

Relocation of City Archive to Ely as part of County Council-led relocation of Cambridgeshire Archive

## 2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

To ensure the City archives continue to be managed in a professional and cost effective way, compliant with national guidelines.

The committee report will be available on the City Council's [website](#) from 30 September 2015. Key issues include the following:

- The City Council's archives have been on deposit as part of the Cambridgeshire Archives at the Cambridgeshire Record Office, Shire Hall, since 1975.
- The Cambridgeshire Archive collections as a whole have outgrown the space in the Shire Hall basement. Furthermore, the environmental conditions there are not suitable for the storage and preservation of archives.
- Following an inspection in 2011, The National Archives (TNA) imposed a three year deadline on the County Council to find new accommodation for the Cambridgeshire Archives.
- The Ely building (former Strikes Bowling Alley) was identified as a
- suitable option, providing an affordable building that could be readily adapted for the purpose, with on-site parking and good access to public transport and the facilities of the city on hand.
- If the City Council agrees to the City archive moving to Ely, the County Council will continue to store, preserve, catalogue and digitise the City archive at no cost.
- If the City Council were to withdraw its archive, it would need to find an alternative facility that would meet public accessibility, climate control and other standards. With over 300 metres of shelving, the cost of this would be significant, potentially running into hundreds of thousands of pounds of capital costs, as well as potentially more than £50,000 per year running costs (for staffing and other maintenance costs). These are rough estimates, but indicate the scale of likely cost.
- The other primary driver is to keep the city council's records together with other records from other agencies operating in the city, and with archives from other councils. By co-locating council records with those of businesses, charities, universities and parish churches, researchers can trace a person/family, building or issue through the many relevant threads, in one place (rather than having to move around to piece the jigsaw together). For researchers coming from further afield (e.g. other parts of the UK or overseas) this is particularly pertinent.
- Retaining the City archives as part of the Cambridgeshire archives would allow the digitalisation of city records to continue. In due course, this will make physical location of archives less relevant, as more and more records become available and searchable online.
- The disadvantage of agreeing to allow the City Council archive to move to Ely would be the inconvenience to city-based researchers who would have to travel to Ely for physical access to the archive rather than have the facility in Cambridge. Set against this is the digitisation process mentioned above, and the option to have remote searches carried out by the archivists at the County Records office with results mailed to researchers.
- The benefits of agreeing to the move, particularly to a state-of-the-art facility with the promise of further digitisation at no cost would appear to outweigh the benefits of withdrawing the city archive and finding an alternative provision within the city at considerable ongoing cost, during a time of financial pressure on the Council.

**3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)**

- Residents
- Visitors
- Staff

A specific client group or groups (please state):  
Those interested in physically accessing the city archives

**4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)**

- New
- Revised
- Existing

**5. Responsible directorate and service**

Directorate: Chief Executive's

Service: Corporate Strategy

**6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?**

- No
- Yes (please give details):

## 7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

**(a) Age** (any group of people of a particular age, including younger and older people – in particular, please consider any safeguarding issues for children and vulnerable adults)

The age profile of those who access the city archives is not known. Elderly people who want to physically visit the archives but who cannot travel by road or train, or who cannot request material online, may be affected.

The archives, if moved to Ely, will be housed in a building with good physical access, close to the rail station and car park. It will also be possible to view the catalogue online, and request items to be sent (at a charge). If the city council agrees to keep the city archives with the Cambridgeshire archives the, County Council, as the recognised archiving authority in the area, will continue to catalogue and digitise the city archives, making more material available online and remotely over time.

**(b) Disability** (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

The disability circumstances of those who access the city archives is not known. Disabled people who want to physically visit the archives but who cannot travel by road or train, or who cannot request material online, may be affected.

The archives, if moved to Ely, will be housed in a building with good physical access, close to the rail station and car park. It will also be possible to view the catalogue online, and request items to be sent (at a charge). If the city council agrees to keep the city archives with the Cambridgeshire archives the, County Council, as the recognised archiving authority in the area, will continue to catalogue and digitise the city archives, making more material available online and remotely over time.

**(c) Gender**

No differential impact anticipated

**(d) Pregnancy and maternity**

People whose mobility is constrained by pregnancy or maternity may be affected, although it will be possible to request items online / remotely.

**(e) Transgender** (including gender re-assignment)

No differential impact anticipated.

**(f) Marriage and Civil Partnership**

No differential impact anticipated.

**(g) Race or Ethnicity**

No differential impact anticipated.

**(h) Religion or Belief**

No differential impact anticipated.

**(i) Sexual Orientation**

No differential impact anticipated.

**(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty (please state):**

Low income groups may be affected by the requirement either to travel or to request items online, at a cost.

### **8. If you have any additional comments please add them here**

In the most recent year for which statistics are available, 42 people from the city physically accessed the city archives.

### **9. Conclusions and Next Steps**

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to Suzanne Goff, Strategy Officer, who will arrange for it to be published on the City Council's website.

Email [suzanne.goff@cambridge.gov.uk](mailto:suzanne.goff@cambridge.gov.uk)

### **10. Sign off**

Name and job title of assessment lead officer:

Names and job titles of other assessment team members and people consulted:

Andrew Limb, Head of Corporate Strategy

Date of completion: 24 September 2015

Date of next review of the assessment:

## Action Plan

**Equality Impact Assessment title:** Relocation of City Archive to Ely as part of County Council-led relocation of Cambridgeshire Archive

**Date of completion:** 24 September 2015

Equality Group	Age
Details of possible disadvantage or negative impact	Need to travel to Ely or access online
Action to be taken to address the disadvantage or negative impact	Location of new archive site – close to road & rail; ability to access online and request material
Officer responsible for progressing the action	Head of Libraries, County Council
Date action to be completed by	31 December 2016

Equality Group	Disability
Details of possible disadvantage or negative impact	Need to travel to Ely or access online
Action to be taken to address the disadvantage or negative impact	Location of new archive site – close to road & rail; ability to access online and request material
Officer responsible for progressing the action	Head of Libraries, County Council
Date action to be completed by	31 December 2016

Equality Group	Gender
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

<b>Equality Group</b>	<b>Pregnancy and Maternity</b>
Details of possible disadvantage or negative impact	Need to travel to Ely or access online
Action to be taken to address the disadvantage or negative impact	Location of new archive site – close to road & rail; ability to access online and request material
Officer responsible for progressing the action	Head of Libraries, County Council
Date action to be completed by	31 December 2016

<b>Equality Group</b>	<b>Transgender</b>
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

<b>Equality Group</b>	<b>Marriage and Civil Partnership</b>
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

<b>Equality Group</b>	<b>Race or Ethnicity</b>
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

<b>Equality Group</b>	<b>Religion or Belief</b>
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

<b>Equality Group</b>	<b>Sexual Orientation</b>
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

<b>Other factors that may lead to inequality</b>	
Details of possible disadvantage or negative impact	Need to travel to Ely or access online
Action to be taken to address the disadvantage or negative impact	Location of new archive site – close to road & rail; ability to access online and request material
Officer responsible for progressing the action	Head of Libraries, County Council
Date action to be completed by	31 December 2016

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