

Derbyshire County Council

Equality Analysis



Department	ECONOMY, TRANSPORT & COMMUNITIES
Service Area	RECORD OFFICE AND PICTURE THE PAST
Changes or proposals	SERVICE RESTRUCTURE
Chair of Analysis Team	SARAH CHUBB
Date of Analysis	18 APRIL 2017
Version	0.1

1 Prioritising what is being analysed

a Description of current service arrangements

Equality Analysis of the restructure of the Derbyshire Record Office and Picture the Past, subject to formal consultation with the relevant Trade Unions and employees in order to deliver savings in 2017-18 that will contribute to the proposed cut to the Community Safety and Emergency Planning Divisions.

Derbyshire Record Office

The DRO is responsible for the council's statutory duties in relation to record keeping. It maintains the County Council's corporate memory and ensures that the history of the county, its key institutions, places and people, is preserved and publicly accessible, whilst ensuring that complex access to information legislation is adhered to. The DRO operates a public service at its building in New Street, Matlock.

DRO is recognised as highly competent and credible, and has been awarded Accredited Archive Service status by The National Archives, which regulates local archive services. The National Archives recognises the need for archive services to continuously review priorities, and, on behalf of the UK Government, is preparing a new strategic vision for the archive sector.

The DRO needs to operate flexibly and reshape its services in line with the Cabinet decision of 14 March 2017 to reduce opening hours, to realise savings as well as to better align itself with changing customer demand.

The service is relatively small comprising currently of 19.0 FTEs, but with a number of highly skilled, experienced and knowledgeable officers who are able to develop and deliver front line customer services, and have the professional expertise needed to collect, preserve, document and provide access to archive and local studies collections.

Since the Record Office merged with the Local Studies Library, Grade 5 Assistants are still known as either Archives Assistants or Library Assistants, depending on whether they worked at the Record Office or the Local Studies Library before the merger. All the current Assistants work part time and there are currently 129.5 hours combined over five posts, including vacancies. The existing number of posts will be reduced and replaced with 2.6 FTE Archives Assistant, Grade 5, who will work across the whole service, for a combined total of 96.2 hours per week.

A fixed-term Archivist, Grade 10, and two fixed-term part-time Archives Assistants, Grade 5, have been employed on a project to catalogue the archive of the National Union of Mineworkers, Derbyshire Area. These posts are externally funded by the Wellcome Trust and are unaffected by the proposals outlined in this paper.

Picture the Past

PTP, www.picturethepast.org.uk, was established in 2002, funded by a grant from the Heritage Lottery Fund (HLF). The project is led by Derbyshire County Council in partnership with Nottinghamshire County Council, Nottingham City Council and Derby City Council. PTP was set up to digitise photographs held in the library and archive collections of the partner authorities and make them accessible through a website, thus enabling people to see the richness and diversity of the area's photographic collections.

Over the last 15 years, over 115,000 images have been made available, of which 58,000 are from Derbyshire and Derby City collections. The website receives an average of approximately 2.5 million page views and 175,000 visitors per year.

Since the HLF funding ceased, PTP has been supported by the four local authorities working in partnership. These contributions, and any income made through sales, have funded the staff posts (1 FTE Information Officer, at Grade 9 and 1 FTE Business Services Assistant, Grade 5), the purchase of specialised equipment and the external hosting of the PTP database and website.

In March 2015 Derby City Council announced its decision to cease its financial support for PTP. At the Cabinet meeting on 24 January 2017 it was approved that Derbyshire County Council would no longer provide annual funding of £30,000 and in March 2017 Nottinghamshire's Library Service also withdrew its funding. Given this context it is proposed to cease providing the PTP service.

Whilst the website should remain live until March 2018 Derbyshire County Council and Derby City Council content from PTP is currently being transferred to the existing and well established DRO CALM database, which is already available via the internet. Relevant images for both authorities will therefore still be available and searchable. However, initially there will be no option to order images or have them printed on pieces of merchandise, etc. Options for entering a commercial relationship with another provider for this aspect of the service are currently being explored and any decision will be the subject of a further report to elected members

b Details of proposals or changes

The proposed restructure is set out in the Cabinet paper and includes:

- Deletion of Picture the Past posts (affecting 3 staff)
- Reduction of archivists from 4 FTE to 3 FTE
- Deletion of 2 grade 6 posts and replacement with 1 grade 7 post
- Reduction of hours for local studies librarians (achieved through deletion of vacant hours)
- Reduction of hours for grade 5 assistants (achieved through deletion of vacant hours)
- Reduction of hours for grade 3 assistants (achieved through deletion of vacant hours)
- Changing job titles for some staff from Library Assistant to Archives Assistant

c Rationale for proposed changes

The proposed structure would enable the Record Office to continue to offer its public service within the reduced opening hours agreed at Cabinet on 14 March 2017. An appropriate level of staff has been retained to maintain statutory obligations and continue development work that will enable the Record Office to respond to changing national and local priorities, particularly changing customer demand, digitisation and digital access, and community engagement.

The rationale for the loss of staff within Picture the Past is a consequence of the cessation of the Picture the Past partnership with Derby City Council, Nottingham City Council and Nottinghamshire County Council. The Picture the Past digital content for Derbyshire can continue to be delivered without the existing project staff.

2 The team carrying out the analysis

<i>Name</i>	<i>Area of expertise/ role</i>
Sarah Chubb (Chair)	Archives & Local Studies Manager
Don Gibbs	Service Director: Libraries & Heritage

3. Existing information and consultation based feedback

Sources of data and reason for using

<i>Source</i>	<i>Reason for using</i>
Job Roles & Profiles	Reviewing the responsibilities, needs, skills and knowledge within the teams.
Staffing Profiles	Analysis of staff with protected characteristics
Service Plan and associated work/delivery plans	Reviewing statutory and non-statutory duties. Reviewing risk and threat in order to identify key priorities.

4 Known impact on different protected characteristic groups and any mitigation

Statutory

Age including children and families, older people	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>The ages of staff range from 33 to 59, with the average age being 44. The impact of the restructure will be the same for all age groups.</p>
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p> <p>The impact of the restructure will be the same for all age groups.</p>
	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>No specific actions</p>

Disabled people including mobility, sensory, learning, mental health, HIV, and also include carers and relatives	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>Three staff are known to have physical disabilities which may affect their ability to carry out all of the duties of the posts in the new structure. The impact of the restructure will be the same for all disabled people.</p>
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p> <p>The impact of the restructure will be the same for all disabled people.</p>

	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>Wherever possible, reasonable adjustments will be applied to any post changes to accommodate disabilities.</p>
Gender (Sex) including men and women, boys and girls	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>The staff is approximately one third male and two thirds female. There will potentially, therefore, be a greater impact on women, although this is not due to unfair discrimination but due to the existing staff demographic.</p>
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p> <p>The impact of the restructure will be the same for all genders.</p>
	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>No specific actions</p>
Gender reassignment – including impact, if any, on transgender people	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>There are no transgender staff, therefore there will be no impact.</p>
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p>

	The impact of the restructure will be the same for all individuals including gender reassignment and transgender people as all other groups.
	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>No specific actions</p>

Race – including all racial groups, including impact, if any, on Gypsies and Travellers	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>There are no staff from minority ethnic communities, therefore there will be no impact.</p>
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p> <p>The impact of the restructure will be the same for all individuals from all racial groups as all other groups.</p>
	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>No specific actions</p>

Religion and belief including non-belief, including religious minority communities, Humanists	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>The impact of the restructure will have no impact on anyone as a consequence of their religious belief.</p>
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	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p> <p>The impact of the restructure will be the same for all individuals from all religions and beliefs as all other groups.</p>
	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>No specific actions</p>
Sexual orientation – including the impact, if any, on any lesbian, gay and bisexual people	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>The impact of the restructure will be the same for all individuals of all sexual orientation as all other groups.</p>
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p> <p>The impact of the restructure will be the same for all individuals of all sexual orientation as all other groups.</p>
	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>No specific actions</p>
Pregnancy and maternity – including new mothers/ parents	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p>

	There are currently no staff who are pregnant or on maternity leave, therefore there will be no impact.
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p> <p>The impact of the restructure will be the same for pregnant, new mothers & parents as all other groups.</p>
	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>No specific actions</p>

Marriage and civil partnership – also include impacts on lone parents and unmarried couples	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>The impact of the restructure will be the same for all individuals within this group as all other groups.</p>
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p> <p>The impact of the restructure will be the same for all individuals within this group as all other groups.</p>
	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>No specific actions</p>

Non statutory

<p>Poorer and disadvantaged communities and groups, including people who experience financial exclusion</p>	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>There are two posts on grade 3 who receive a living wage allowance. This is unaffected by the restructure and therefore the impact of the restructure will be the same for all individuals within this group as all other groups.</p>
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p> <p>The impact of the restructure will be the same for all individuals within this group as all other groups.</p>
	<p>c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist</p> <p>No specific actions</p>

<p>Rural communities</p>	<p>a From existing data and information – who is likely to be adversely affected, how, and to what degree? Will anyone gain or benefit from the proposals?</p> <p>The impact of the restructure will be the same for all individuals within this group as all other groups.</p>
	<p>b From existing customer and other feedback including consultation feedback– who is likely to be adversely affected, how and to what degree? Will anyone gain or benefit?</p>

	The impact of the restructure will be the same for all individuals within this group as all other groups.
	c Are there any ways of avoiding or reducing likely possible adverse impact, what are those actions, and how will they assist No specific actions

5. Are there any *other* groups of people who may experience an adverse impact because of the proposals?

None identified

6. Impact on employees of Derbyshire County Council or prospective employees

Significant impact on employees associated with the uncertainty and stress around job security and future employment.

7. Gaps in data

What are your main gaps in information and understanding of the impact of your policy and services? Please indicate whether you have identified ways of filling these gaps.

<i>Gaps in data</i>	<i>Action to deal with this(if any)</i>
No known gaps	

8 Main Conclusions and Recommendations

<p>Conclusions</p> <p>The impact of the restructure will be the same for all individuals within the different protected characteristic groups.</p> <p>Recommendations (if any)</p> <p>None</p>
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9. Action planning in response to the completed analysis

<i>Objective</i>	<i>Planned action</i>	<i>Who</i>	<i>When</i>	<i>How will this be monitored?</i>
<i>What you want to achieve</i>	<i>What you intend to do</i>	<i>Responsible person or department</i>	<i>Timing of action</i>	<i>Monitoring and review arrangements</i>
Ensure that the restructure doesn't have an unreasonable & inequitable impact on specific character groups and on employees.	Regular & open communication & provision of information.	Sarah Chubb	Ongoing	At team meetings & 1:1s ensuring staff feel fully briefed and engaged in the process.
Minimise risk of redundancy for staff	Provide redeployment support and training.	HR Officers	Ongoing	As per HR policies and procedures.

10 Monitoring and review arrangements

Please outline what steps will be taken to monitor and review the implementation of proposals if they are agreed here:

As outlined above there will be regular monitoring and reviews undertaken at team meetings and 1:1s ensuring staff feel fully briefed and engaged in the process.