

Due Regard Statement

Please use this statement to evidence how 'due regard to' the three aims of the public sector equality duty has been made (section 149 of the Equality Act 2010) during the development of the 'policy'.¹

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

Name of the 'policy':	'For the Record' project.
Person(s) responsible for completing this statement	Jill Shonk, Access & Learning Leader, Gloucestershire Archives
Briefly describe the activity being considered including aims and expected outcomes	<p>Working in partnership to develop sustainable access to archives.</p> <p>'For the Record' is a joint approach to gathering, keeping and sharing the documented heritage of the historic county of Gloucestershire, now known as Gloucestershire and South Gloucestershire. Most of this archive treasure is held in specialist storage at Gloucestershire Archives; some is kept in local communities. The project will enable Gloucestershire Archives, a Gloucestershire County Council service, to keep on looking after and adding to the precious resources in its care, and help local people and organisations do the same. It will secure rich collections for future generations, preserve the ongoing story of how we live and pave the way for better access that will continue into the future. It has four elements:</p>

¹ For 'policy': any new and existing policy, strategy, services, functions, work programme, project, practice and activity. This includes decisions about budgets, procurement, commissioning or de-commissioning services, service design and implementation.

1. New spaces and services for people using Gloucestershire Archives' premises in Alvin Street, Gloucester:

We plan to transform our public research room and adjacent spaces into a Heritage Hub. This will offer much better facilities for volunteers, community groups and organisations to work together and help the public. It will become home to Gloucestershire Family History Centre and Gloucestershire Constabulary's volunteers. The Hub will also be a place where all kinds of people and organisations (the Heritage Hub community) can learn how to look after, develop and interpret their archives through training, skills development, volunteering and access to expert friendly advice.

2. Better on-site access to documents that are 'born digital':

Making sure we can gather, keep and share digital material for current and future generations to enjoy, and helping local people and organisations do the same.

3. Three additional specialist storage rooms at the Archives' Alvin Street site:

Providing space for new archive collections and ensuring the sustainability of our preservation service.

4. Help for local people to gather, keep and share their personal and community archives:

This is an extension of the on-site Heritage Hub. We will be joining with local people and communities to develop innovative ways of working that will lead to sustainable access to archives in Gloucestershire and South Gloucestershire.

Visit www.gloucestershire.gov.uk/archives/fortherecord for more information.

Documenting use of sufficient information

Please document below the data and information sources that you have used to understand the needs, participation and experiences of each protected group. Evidence must be gathered as the policy is developed and used to inform decisions.

Service user data

Service user data is an important source of evidence and should be collated as part of routine monitoring of in- house or external services. If service user data is not available record 'not known' and use the action plan to identify what improvement actions will be used to gather data going forward.

[Service user diversity reports](#) are available on our website and give an indication of service user participation across commissioning areas, for example adult residential services and youth services. It does not include participation data at individual service level.

Needs analysis

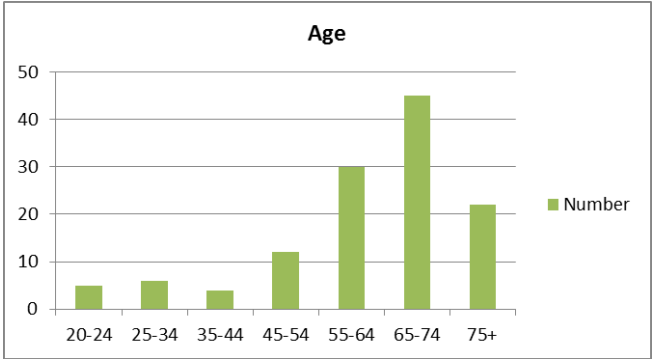
[Gloucestershire population demographics](#) data is available to understand the representation of different protected groups across the county and help with needs analysis. Data like this may also be also useful for benchmarking to identify under or over representation of a service by any of the protected groups. For example, a service is open to all residents and from monitoring you know that 2% of service users are disabled: However, demographic data indicate that 16.7% of Gloucestershire residents report having a disability or long term limiting illness. This finding can be used to explore if there are barriers to participation by residents with disabilities and how this can be addressed as part of the development of your 'policy'.

Data gaps

You may find that you have more information about some of the protected groups for example, gender, age, disability and less about others, for example, sexual orientation and religion and/or belief. If data is not available and you intend to start collating data about a protected characteristic please use the action plan to outline how this data will be collated. You can find equality monitoring guidance on our [website](#) including an equality monitoring template.

If you have no plans to start collating data about a protected characteristic please state the rationale why.

Service information (if applicable) or Needs analysis (if applicable)

<p>Who is responsible for delivering the service?</p>	<p>Gloucestershire Archives service, which is part of Gloucestershire County Council.</p> <p>The Archives is collaborating to improve arrangements for gathering, keeping and sharing historic documents relating to our historic county. The ‘For the Record’ project will set up Gloucestershire Heritage Hub, an open network of individuals and organisations interested in the documented history of our historic county. It will provide Heritage Hub facilities at the Archives’ Alvin Street premises in Gloucester, a virtual Heritage Hub (website and social media platforms) and Heritage Hub training programmes; these will support people in the Heritage Hub network to make local archive collections more accessible to current and future generations.</p>																
<p>Service user data/Needs analysis information</p>	<p>Our analysis is based on:</p> <ul style="list-style-type: none"> • Our latest survey of onsite users, carried out in in February 2015; • Observations by members of the Archives’ staff; and • The GCC Population profile (2016). 																
<p>Age</p>	<p>The diagram below illustrates the age profile of Gloucestershire Archives’ users:</p>  <table border="1"> <caption>Age Profile Data</caption> <thead> <tr> <th>Age Group</th> <th>Number of Users</th> </tr> </thead> <tbody> <tr> <td>20-24</td> <td>5</td> </tr> <tr> <td>25-34</td> <td>6</td> </tr> <tr> <td>35-44</td> <td>4</td> </tr> <tr> <td>45-54</td> <td>12</td> </tr> <tr> <td>55-64</td> <td>30</td> </tr> <tr> <td>65-74</td> <td>45</td> </tr> <tr> <td>75+</td> <td>22</td> </tr> </tbody> </table> <p>This profile shows most of our onsite users are nearing or post retirement with 54% of people being 65+.</p>	Age Group	Number of Users	20-24	5	25-34	6	35-44	4	45-54	12	55-64	30	65-74	45	75+	22
Age Group	Number of Users																
20-24	5																
25-34	6																
35-44	4																
45-54	12																
55-64	30																
65-74	45																
75+	22																

[The GCC population profile \(2016\)](#) shows 20.3% of Gloucestershire residents are 65+ and predicts the number of people in this age category will increase by 85,000 (72.2%) in the twenty five year period leading up to 2037. We are already seeing evidence of this since, compared to our previous onsite surveys, the percentage of users aged 65+ is increasing. We anticipate this ageing population will lead to an increased demand for archives services. And we expect a similar increase in the number of people volunteering to help deliver these services since our volunteer base largely comprises people in this age profile.

Although numbers are small, there are more people using the service under the age of 35 than between 35-44, perhaps reflecting how busy people in the latter category are with work and family life.

We also serve school groups on a cost recovery or externally funded basis; and groups from children's/ youth organisation on a cost recovery basis. We have seen a decline in participation by the former.

The table below, taken from the GCC population profile (2016), shows the breakdown of Gloucestershire people by age and district.

	Total Population (Number)	% 0-19	% 20-64	% 65+
Cheltenham	116,495	22.2	59.7	18.0
Cotswold	84,637	20.9	54.8	24.3
Forest of Dean	83,674	21.9	55.2	22.9
Gloucester	125,649	24.9	59.2	15.8
Stroud	115,093	22.5	56.1	21.3
Tewkesbury	85,784	22.2	56.2	21.6
Gloucestershire	611,332	22.6	57.1	20.3

Most people (20.6%) live in Gloucester, with similar numbers living in Cheltenham (19%) and Stroud

	<p>(18.8%). Most people aged 65+ (24.3%) live in Cotswold. Gloucester has the lowest representation of people aged 65+ and the highest representation of children and young people (29.4%, which exceeds the county and national average).</p> <p>The GCC population profile (2016) also shows the Forest of Dean as having seen the biggest increase (31.9%) in the number of people aged 65+ over the period 2004 to 2014. And it predicts Gloucester will see the greatest growth in people aged 65+ (82.6%) during the 25 year period leading up to 2037.</p>
<p>Disability</p>	<p>22% of the sample that answered this question in our onsite survey said they were disabled or had a long-term condition affecting their health. The most common impairments were related to mobility, eyesight and hearing, which are typically associated with an ageing population and reflect the number of users aged 65+. Compared to previous surveys, the number of those declaring themselves as disabled is increasing.</p> <p>The 2011 Census shows 16.7% of Gloucestershire residents reported a disability. The GCC population profile (2016) reports 18.3% of people in Gloucestershire as having a disability, with this figure increasing to 49.0% for people in the 65+ age group. So the Archives service has a lower than average number of users with a disability.</p> <p>The GCC population profile (2016) estimates there are 9,042 people aged 65+ living with dementia in Gloucestershire and that the prevalence of dementia increase with age. It also highlights learning disability as one of the most common forms of disability in the UK and suggests there are 11,434 people aged 18+ living with a learning disability in Gloucestershire. We will need to support a larger number of people with learning disabilities in future since life expectancy for people with this disability is increasing.</p> <p>Given the ageing population and our high percentage of older users, we need to plan facilities and programmes that will meet the needs of an increasing number of people with age-related disabilities.</p>
<p>Sex</p>	<p>There were more females than males in our onsite survey sample: 53% to 47%. This is relatively consistent with results from previous surveys. Also with the GCC population profile (2016), which shows 51% of residents are female and 49% are male.</p>

<p>Race (including Gypsy & Traveller)</p>	<p>100% of our onsite survey respondents described themselves as 'White British', which is consistent with previous surveys. But we do have BAME users who visit eg people doing local history research and academics. And we are aware they have been using back copies of local newspapers.</p> <p>We assume some of our online visitors are BAME peoples but have no way of measuring this. Google Analytics shows the newspapers information on our website is popular.</p> <p>The GCC population profile 2016 reports that Gloucestershire has a comparatively small Black and Minority Ethnic (BME) population; 4.6 % of the population, compared with 14.6% in England. Our 0-19 year old population is more diverse than other age groups and the overall population is becoming increasingly diverse, having increased by 70% since 2001.</p> <p>Asian/Asian British account for the largest proportion of BMEs in Gloucestershire, following the national trend. However the group represents a lower proportion of the total than it does nationally.</p> <p>At district level:</p> <ul style="list-style-type: none"> - Gloucester has the highest proportion of people from BMEs, at 10.9% of the total population. - BMEs account for a higher proportion of the total population in Cheltenham than Gloucestershire. - Forest of Dean has the lowest proportion of people from a BME, at 1.5% of the total population. - The proportion of people that are classified as Other White is higher in Cheltenham than Gloucestershire.
<p>Gender reassignment</p>	<p>The GCC population profile (2016) estimates there are somewhere between 2,900 and 4,900 adults in the county with some degree of gender variance.</p>
<p>Marriage & civil partnership</p>	<p>Not a relevant consideration.</p>

Pregnancy & maternity	<p>The GCC population profile 2016 shows there were 6,631 live births in Gloucestershire in 2014. The majority of these were to women aged 30 to 34, continuing the trend of later motherhood; this is also the age when the employment rate for women is at its highest. Gloucester has the highest proportion of births amongst mothers aged 20 or under and exceeds the county and national average. Cotswold has a higher representation of births to mothers aged 35+ than Gloucestershire and the country as a whole.</p>
Religion or Belief	<p>According to the 2011 Census, 63.5% of residents in Gloucestershire are Christian, making it the most common religion. This is followed by no religion which accounts for 26.7% of the total population. Those aged 0-19 are less likely to be Christian than the older population and are more likely to report no religion. Gloucestershire has a higher proportion of people who are Christian, have no religion or have not stated a religion than the national average. In contrast it has a lower proportion of people who follow a religion other than Christianity, which reflects the ethnic composition of the county. At district level:</p> <ul style="list-style-type: none"> • Cheltenham has the lowest proportion of people who are Christian at 58.7% of the total population. • Cotswold has the highest proportion of people who follow Christianity. • Cheltenham has the highest proportion of Buddhists, Hindus and people who have no religion. • At 3.2% of the total population Gloucester has the highest proportion of Muslims. • Stroud has the highest proportion of people who follow an "Other Religion" and have not stated their religion.
Sexual Orientation	<p>Estimates used by the Government Treasury, and quoted by Stonewall, suggest around 5-7% of the population aged 16+ are lesbian, gay or bisexual. This would mean somewhere between 25,100 and 35,200 people in Gloucestershire are lesbian, gay or bisexual. But a more recent national estimate from the ONS Integrated Household Survey suggests that lesbian, gay and bisexuals represent 1.6% of people aged 16 and over, which would mean around 8,000 lesbian, gay and bisexual people in Gloucestershire.</p>

Other information

We have a relatively sophisticated picture of our current audiences, which is based upon detailed and recurrent data collection. This information is a mix of quantitative and qualitative information, so provides a picture of demographic, scale of engagement, motivation and value. The primary sources of information sources include: the results of the Public Survey Quality Group's *Survey of Visitors to UK Archives* which is conducted every 18 to 24 months; annual monitoring statistics, which we collate to track performance against our business and service plans; our customer database which we have been maintaining since 1993; and evaluation of partnership projects.

We secured £123,000 from Heritage Lottery Fund to develop the 'For the Record' project, which allowed us to buy in expert help to develop our project plans. This included the service of Access Consultant Jayne Earncliffe, director of Earncliffe, Making Access Work. We commissioned Jane to review and made changes to our architectural plans, ensuring they were inclusive and particularly met the needs of older people, those who are disabled and/or have a long-term condition, and those living with dementia. Also to provide expert advice on our Activity Schedule, a programme of heritage-related undertakings with and for people, which includes learning, participation, audience development, training and volunteering eg the Everyone Valuing Older folks' Experiences (EVOKE) reminiscence activity strand.

We commissioned and closely liaised with Cultural Consulting Network Ltd to develop the aforementioned Activity Plan over six months. They reviewed, consulted on and revised our original plans; researched new opportunities; agreed key priorities and relationships; developed partnerships and activities; and delved into lessons learnt by comparator projects for certain activity strands.

We liaised with ICT colleagues to gather user data and Performance and Need colleagues to undertake sophisticated mapping of our audiences using the Acorn customer segmentation tool. The findings are presented in Section One of our project Activity Plan and supported by related appendices.

Workforce data

Please document details of GCC staff only if they will be affected by the proposed activity. This could include GCC staff transferring under TUPE to a new service provider, relocating, employment at risk. **GCC [Workforce diversity reports](#)** are available on our website. If the proposed activity does not affect GCC staff, please state 'Not affected'

Not affected

Consultation and engagement

List all types of consultation that has taken place during the development of this activity. Include on-line consultations, events, meetings with stakeholders, community events, employee consultation exercises etc

Phase 1 (late January – Apr 2014), leading to a Round One application to Heritage Lottery Fund.

We consulted with a range of current stakeholders to develop our initial project proposals. These included Gloucestershire Constabulary, Gloucestershire Family History Society, local history groups, a sample of volunteers, South Gloucestershire Council and Gloucester Diocese. We did this in a variety of ways, including: face-to-face meetings; questionnaires; focus groups; and presentations followed by Q&A sessions at quarterly meetings of potential partner organizations. The main objectives at this stage were to confirm an appetite for joint working and gather evidence of widespread support for the proposal. As part of this exercise we held over 30 one-to-one interviews with a number of representatives of each stakeholder group. We used our findings to inform the RIBA Stage C architects design for our building development, explore the idea of a Gloucestershire Heritage Hub and develop an outline Activity Plan for the project.

Phase 2 (January – July 2015)

We carried out additional consultation to further develop and refine the 'For the Record' project, leading to a Second Round Application to Heritage Lottery Fund:

Service users	We undertook: an on-site survey of people using the Archives' research room in (February 2015); a remote survey of people who volunteer for the Archives (February 2015); an on-site survey of people using the Family History Centre (April 2015); and an online survey that ran from end May to early July 2015. The latter was
---------------	---

	<p>flagged up on GCC's People's Network computers in County Libraries.</p> <p>We talked to members of two volunteer-led community heritage groups helping to pilot our ideas.</p> <p>We ran information sharing/Q&A events for: on-site users and donors and depositors.</p> <p>We attended heritage events in Gloucestershire and South Gloucestershire and talked to attendees about our project.</p>
Workforce	<p>We liaised with: GCC colleagues who commission services for older people; GCC colleagues at the Virtual School who are responsible for the learning development of Children in Care; the Museums Development Officer for Gloucestershire and South Gloucestershire; GCC colleagues in Performance & Need; and the Operations & Development Manager, Gloucestershire Libraries.</p>
Partners	<p>We set up a 'For the Record' Stakeholder Advisory Board and dedicated a number of meetings to jointly working on issues relating to participation, involvement and meeting users' needs.</p> <p>We facilitated a workshop for Gloucestershire Family History Society committee members to develop plans for their organization's' involvement in the project.</p> <p>We met with staff and volunteers working for Gloucestershire Constabulary and staff working for the Office of the Police and Crime Commissioner for Gloucestershire to develop the Gloucestershire Police Archive strand of the project.</p> <p>We talked to members of Gloucestershire Local History Association forum and South Gloucestershire Heritage Network.</p> <p>We met with staff from Messier Bughatti Dowty to develop the Dowty Community Archive strand of the project.</p> <p>We liaised with relevant officers from South Gloucestershire Council (Gloucestershire Archives provides an archives service for South Gloucestershire Council).</p>
External providers of	<p>We liaised with: the Joint Commissioning Manager, Dementia, Gloucestershire Clinical Commissioning Group; staff at the Barnwood Trust; representatives from eight museums across Gloucestershire and South</p>

<p>services</p>	<p>Gloucestershire; staff at National Museums Liverpool, regarding their ‘House of Memories’ reminiscence project; staff at other record offices (The Keep, East Sussex; Hull History Centre; and Carlisle Record Office) that have undertaken similar activities; and professionals working in universities through telephone interviews, to explore sustainable activities that would meet the needs of this group and help to make archives accessible to other audience groups.</p> <p>We visited Archives + in Manchester (home to the Central Library, Archives Service and Family History Society), and talked to staff and volunteers based there.</p> <p>We wrote to District councils in Gloucestershire and parish councils in South Gloucestershire (at the end of May 2015, due to the General Election).</p>
<p>Other</p>	<p>We ran an information sharing/Q&A event for people living and working in the Kingsholm area of Gloucester (i.e. our neighbours) and held face to face discussions with representatives from two local businesses.</p> <p>We liaised with people and organisations running other HLF funded projects in Gloucester to identify opportunities for collaborative working e.g. a shared pool of trained volunteers</p> <p>We liaised with staff at The National Archives, Kew.</p> <p>We specified ‘being accessible’ in the brief for consultancy work to develop the Gloucestershire Heritage Hub logo and brand identity and consulted with For the Record partners to develop and refine the designs.</p>
<p>Phase 3 consultation (January 2016 – present)</p> <p>We are continuing to consult as we roll out the project, primarily regarding the development of onsite and online facilities for Gloucestershire Heritage Hub.</p>	
<p>Service users</p>	<p>We are keeping Archive customers up to date with project information via onsite displays, hard/soft copy notices and information on the Archives’ website. And we’re inviting them to speak to a member of staff or email us if they have any comments or questions.</p> <p>We will be liaising with members of our focus group regarding the interior design, fit out, interpretation and</p>

	signage for the onsite Heritage Hub. Also regarding the development of the Gloucestershire Heritage Hub website.
Workforce	<p>Archives staff took part in an extended workshop to examine and fine tune the building plans, bearing in mind the needs of different users (June 2016).</p> <p>We are working with the Council's Lead Digital Project Officer to develop the specification for the Heritage Hub website; this will include relevant access requirements.</p> <p>We will be working with staff from the Virtual School to develop and deliver a programme of informal learning activities for children in care.</p> <p>We will liaise with relevant social care experts to roll out our planned reminiscence activities.</p>
Partners	Our Stakeholder Advisory Board (SAB) continues to meet bi-monthly. We are currently focussing on the development of Gloucestershire Heritage Hub. Specifically, the development of an online Hub (website and social networking platforms) and the design and production of interpretation, information and signage for the onsite Heritage Hub. We encourage partners to liaise with members of their own organisations as part of this process, and support them to do this by providing written quarterly updates about the project.
External providers of services	We will liaise with relevant health and education experts and health and social care organisations to roll out our planned reminiscence activities and ensure the onsite and online Heritage Hub are accessible.
Other	We specified 'being accessible' in the brief for our Interpretation, Information and Signage consultancy work and are expecting our contractor to meet relevant access requirements.

Equality analysis: Summary of what the evidence shows and how has it been used

This section will allow you to outline how the evidence has been used to show ‘due regard’ to the three aims of the general equality duty. It is important that this consideration is thorough and based on sufficient information. Consideration should be relevant and proportionate.

- Eliminate discrimination
- Advance equality of opportunity
- Promote good relations

Protected group	Challenge or opportunity considered and what we did
Age(A)	<p>Most of the Archives’ users are older people. Similarly, the membership of our main partner organisations mainly comprises older people and these organisations mostly serve older people. This reflects a national picture and is unlikely to change. So we have planned and are developing inclusive access for older people – physically, virtually and organisationally.</p> <p>Our architects adopted our Access Consultant, Jayne Earnscliffe’s recommendations to ensure architectural plans for the onsite Heritage Hub met the needs of older people eg providing a social/refreshment area close to the research and meeting spaces to encourage interaction between different user groups and growth in confidence amongst new service users, particularly those who may be isolated in the community and those living with age related disabilities.</p> <p>For the Record is developing a Heritage Hub Community, open to people of all ages, to which people can ‘belong’. This will help to address the social isolation experienced by many older people.</p> <p>Our project budget includes provision for a Community Heritage Development Officer and an Engagement Manager for Older People. These post holders will have a remit for broadening and increasing participation in gathering, keeping, sharing and using local archives. We are particularly keen to develop and enable participation by older people eg through networking, targeted promotions, events and activities.</p>

Our Everyone Valuing Older folks' Experiences (EVOKE) activity strand will provide reminiscence sessions in older people's clubs in Gloucestershire libraries. In the first instance, we will prioritise libraries in Cotswold District, which has the largest percentage of older people, and Gloucester, which is likely to see significant growth in its population of older people.

Our fit out plans include the production of two art installations, to be coproduced by an artist working with local care home residents.

We have planned a number of measures to make archives more accessible to younger audiences, since they are currently underrepresented in our audience profile:

- Our 'Belonging' activity strand will provide holiday activities for children in care;
- The onsite Heritage Hub will be able to accommodate school groups during opening hours; and
- We are providing Degree Plus internships for undergraduates from the University of Gloucestershire, to help deliver our Gloucestershire Police Archive and Digital Preservation activity strands.

There will be a wide range of volunteering opportunities for people of all ages when Gloucestershire Heritage Hub is up and running; we expect most of these to be taken up by older people. The diagram on the next page shows the paths they might take to become increasingly involved.

	<table border="0"> <tr> <td data-bbox="495 202 936 865"> <p>Becoming aware Type 1. Aware of GA through online search. Not an active volunteer</p> <p>Type 2. Active volunteer for a community heritage group directed by HLF to GA for support</p> <p>Type 3. Group of non volunteering individuals targeted by GA for specific audience development project</p> <p>Type 4. Individual with life long condition e.g autism offered placement through conduit organisation.</p> </td> <td data-bbox="936 202 1240 865"> <p>Visitors/casual volunteers</p> <ol style="list-style-type: none"> 1. Becomes regular experienced researcher 2. Accesses support, gets external funding for project, training 3. Takes part in outreach events, offers to volunteer, training 4. Induction and training, assigned staff member support </td> <td data-bbox="1240 202 2056 865"> <p>Regular volunteers /groups</p> <ol style="list-style-type: none"> 1. Becomes searchroom buddy 2. Carries out cataloguing enhancement, becomes regular researcher 3. Carries out oral history, digitisation and web content creation. Successor project. 4. Completes placement on data cleansing of one community catalogue and moves on to another. </td> </tr> </table>	<p>Becoming aware Type 1. Aware of GA through online search. Not an active volunteer</p> <p>Type 2. Active volunteer for a community heritage group directed by HLF to GA for support</p> <p>Type 3. Group of non volunteering individuals targeted by GA for specific audience development project</p> <p>Type 4. Individual with life long condition e.g autism offered placement through conduit organisation.</p>	<p>Visitors/casual volunteers</p> <ol style="list-style-type: none"> 1. Becomes regular experienced researcher 2. Accesses support, gets external funding for project, training 3. Takes part in outreach events, offers to volunteer, training 4. Induction and training, assigned staff member support 	<p>Regular volunteers /groups</p> <ol style="list-style-type: none"> 1. Becomes searchroom buddy 2. Carries out cataloguing enhancement, becomes regular researcher 3. Carries out oral history, digitisation and web content creation. Successor project. 4. Completes placement on data cleansing of one community catalogue and moves on to another.
<p>Becoming aware Type 1. Aware of GA through online search. Not an active volunteer</p> <p>Type 2. Active volunteer for a community heritage group directed by HLF to GA for support</p> <p>Type 3. Group of non volunteering individuals targeted by GA for specific audience development project</p> <p>Type 4. Individual with life long condition e.g autism offered placement through conduit organisation.</p>	<p>Visitors/casual volunteers</p> <ol style="list-style-type: none"> 1. Becomes regular experienced researcher 2. Accesses support, gets external funding for project, training 3. Takes part in outreach events, offers to volunteer, training 4. Induction and training, assigned staff member support 	<p>Regular volunteers /groups</p> <ol style="list-style-type: none"> 1. Becomes searchroom buddy 2. Carries out cataloguing enhancement, becomes regular researcher 3. Carries out oral history, digitisation and web content creation. Successor project. 4. Completes placement on data cleansing of one community catalogue and moves on to another. 		
<p>Disability (D)</p>	<p>Roberts Limbrick, our Stage One architects worked with our Access Consultant, Jayne Earncliffe to ensure the onsite Heritage Hub will meet the needs of those who are disabled, including those living with dementia.</p> <p>Decisions included:</p> <ul style="list-style-type: none"> - Wide power assisted doors at the entrance; - Safety manifestations at two heights where there are large areas of glass; - Covered, gentle ramp and step arrangement compliant with Part M of the Building Regulations, within a light and airy lobby; - Control natural lighting to reduce glare; careful placement of artificial lighting to prevent glare and reflection; - A logical open layout providing clear internal circulation and orientation, and good visibility; - Flexible, open, easy to find, non-intimidating research rooms/ project work spaces; 			

	<ul style="list-style-type: none"> - Two blocks of toilets, each containing a unisex wheelchair accessible cubicle with a choice between blocks of left and right handling transfer positions; six cubicles to ambulant disabled standard, suitable for older, less mobile users; - Providing a comfortable acoustic environment suitable for partially deaf people and those with mental health problems, including dementia. - Installing an induction loop at the reception and research room desks. - Providing three designated Blue Badge parking bays within easy reach of the main entrance to the new Heritage Hub. <p>Volunteers from the Family History Society and Archives staff will be available to assist visitors in the Heritage Hub.</p> <p>We plan to provide BSL interpretation for the audio aspects of our online training offer, supporting local people to gather, keep and share community archive material.</p>
Sex (S)	No specific action needed.
Race (including Gypsy & Traveller)®)	<p>We would like to increase participation by people who share this protected characteristic, since their levels of service usage do not reflect the numbers of BAME or Gypsy & Traveller peoples living in the county. This is reflected in our Collections Development policy and illustrated by our involvement over recent years in externally funded initiatives targeted at BAME peoples in the Barton and Tredworth areas of Gloucester.</p> <p>We are expecting our project funded Community Heritage Development Officer to develop and enable participation by BAME and Gypsy and Traveller peoples eg through networking, targeted promotions, events and activities.</p> <p>We will support groups from BAME and Gypsy & Traveller communities to access grant funding for archive related projects via our project advisory service. And we will teach them how to gather, keep and share their archive treasures via our onsite and online training programmes.</p>
Gender reassignment(GR)	Our new model of service delivery will make it possible for everyone, people who share this characteristic and

	<p>people who don't, to gather, keep, share and use archives relating to Gloucestershire. People will be supported to look after their personal archives at home if they wish – this is often the case for sensitive information, particularly if it relates to a living person. And future generations should be able to access a more comprehensive documented history of the County.</p>
Marriage & civil partnership (MCP)	<p>Not a relevant consideration.</p>
Pregnancy & maternity (PM)	<p>We've noted Gloucester has the highest proportion of births amongst mothers aged 20 and will bear this in mind when planning and promoting our Where we Live activity strand, which will provide family learning activities in the Kingsholm area.</p>
Religion and/or Belief (RAOB)	<p>Our new model of service delivery will make it possible for everyone, people who share this characteristic and people who don't, to gather, keep, share and use archives relating to Gloucestershire. People will be supported to look after their personal archives at home if they wish – this is often the case for sensitive information, particularly if it relates to a living person. And future generations should be able to access a more comprehensive documented history of the County.</p>
Sexual Orientation(SO)	<p>We will support different religious groups and LGBT peoples to access grant funding for archive related projects via our project advisory service. And we will teach them how to gather, keep and share their archive treasures via our onsite and online training programmes.</p>

Strengthening actions: Planning for further improvements

Please outline here what actions are required for further improvements to address challenges or opportunities, for example:

- Arrangements for continued/new engagement with stakeholders, staff, service users
- Plans to close data gaps across any of the protected characteristics through reviewed contract management arrangements
- Identify other plans already underway to address the challenges or opportunities identified in this statement
- Share findings with partner organisations.

If none, state 'none' below.

Action Plan

Action	Who is accountable	Time frame
Recruit Community Heritage Development Officer	Jill Shonk	Feb – Sept 2016
Ensure there is ramped and stepped public access to the garden area next to the new training suite.	Heather Forbes with Quattro, project architects for Stage Two activities.	April – July 2016
Recruit/work with graphic designers with an awareness of access for older people and those living with a disability to develop interpretive displays and site information and signage. Follow advice in the For the Record Access Action	Jill Shonk	May – August 2016

Plan, developed by Jayne Earnscliffe, Access Consultant.		
<p>Recruit more volunteer Buddies to help users with their research; provide training for people (paid staff and volunteers) that will be working in the Heritage Hub:</p> <ul style="list-style-type: none"> - Using plain English - Equalities - Dementia awareness - Dyslexia and autism awareness 	<p>Jill Shonk Vicky Thorpe John Putley</p>	<p>August – Nov 2016</p>
<p>Seek representation of deaf and disabled people as part of volunteer recruitment by liaising with relevant networks; assist these people with transportation costs.</p>	<p>Community Heritage Development Officer Engagement Manager for Older People</p>	<p>September 2016 and ongoing</p>
<p>When making interior design decisions relating to the onsite Heritage Hub:</p> <ul style="list-style-type: none"> - Follow advice in the For the Record Access Action Plan to ensure décor, furniture, fixtures and equipment are all sympathetic to the needs of ageing users, and lighting is sympathetic to the needs of visually impaired users; 	<p>Heather Forbes Vicky Thorpe John Putley</p>	<p>Sept – Nov 2016</p>

- Consult with a dementia expert.		
Provide and maintain slip resistant clear routes to the building from the site boundary.	Heather Forbes John Putley Burton Sealey	Sept 2016 – Nov 2017 and ongoing
When procuring furniture, ensure: <ul style="list-style-type: none"> - Seating in waiting, social and research areas is comfortable and easy to rise from, and robust but not too difficult to move; - Desks and tables provide knee room to accommodate wheelchair users; - Fit out has a familiar feel with domestic style furniture in a warm palette. 	Heather Forbes Vicky Thorpe	Sept – Nov 2016
Ensure banks of lockers incorporate: ease of reach lockers suitable for wheelchair users; and high visibility numbers for ease of finding.	Heather Forbes Vicky Thorpe John Putley	Sept – Nov 2016
Consider research aids such as screen reader software and other assistive technology to maximise access to the virtual Heritage Hub (website and social networking platforms).	Claire Collins	Sept – Nov 2016

Use high visibility signage to advertise the induction loops.	John Putley	Jan 2017
Test induction loops and assistance alarms in accessible toilets regularly.	John Putley	Ongoing from Jan 2017
Recruit Engagement Manager for Older People	Jill Shonk	Jan – Aug 2017
Update procedures for/information about booking events and hire space to include detailed questions about access requirements.	John Putley	Jan – Aug 2017
Recruit Degree Plus interns from the University of Gloucestershire.	Community Heritage Development Officer	April 2017 and annually thereafter
Update procedures for managed evacuation of deaf and disabled building users to reflect the new building layout and facilities; provide associated staff training.	Julie Courtenay	Sept – Nov 2017
When developing marketing and publicity for the new Heritage Hub, follow advice in the For the Record Access Action Plan.	Jill Shonk Community Heritage Development Officer	Ongoing from Nov 2017

Promote the Archives' project advisory service to BAME peoples, those living with a disability, different religious groups and BAME peoples (ref. relevant data in Service information/Needs analysis table).	Community Heritage Development Officer	Ongoing from Nov 2017
Develop inclusive events such as a BSL introduction to the Heritage Hub.	Community Heritage Development Officer	Ongoing from Nov 2017
Include consideration for deaf and disabled users in any risk assessments for events and activities.	Community Heritage Development Officer	Ongoing from Nov 2017
When redesigning the garden area, consider planting that incorporates scent, strong form, texture and movement to engage those with dementia and visual impairment.	Heather Forbes with Engagement Manager for Older People	Jan – August 2018
Provide Deaf and Visual Awareness Impairment training for frontline staff.	Jill Shonk	Jan – August 2018

Monitoring and Review

Please indicate what processes/actions will be put in place to keep this 'activity' under review. For example will progress be monitored/ reported to a board, scrutiny committee, project board etc

Jill Shonk, Access & Learning Leader will monitor progress and report to the For the Record project board.

Sign off and Scrutiny

By signing this statement off as complete you are confirming that 'you' have examined sufficient information across all the protected groups and used that information to show due regard to the three aims of the general duty. This has informed the development of the activity

Senior level sign off: J Burns, Director: Strategy and Challenge

Date: 4.7.16

I am in agreement that sufficient information and analysis has been used to inform the development of this 'activity' and that any proposed improvement actions are appropriate and I confirm that I as the decision maker have been able to show due regard to the needs set out in section 149 of the Equality Act 2010.

Name of relevant Portfolio Holder/Cabinet Member: Ray Theodoulou

Signed by Portfolio Holder/Cabinet Member: R Theodoulou

Date: 4.7.16