

* Name of proposal/policy	Review of Archives Service	* Budget number	16-006-05
* Service area responsible	Place – Environment, Planning & Transport	* Cabinet meeting date	14 <sup>th</sup> February 2017
* Name of completing officer	A Parry	* Approved by Director / Assistant Director	T Ciaburro
* Version	1.0	* Date	2 February 2017

**PART A**

* Section 1a: Description of proposal under consideration/development	* Section 1b: Is this new or existing? Does it link to current provision?
A Fundamental Review of the Archives Service will be initiated to achieve efficiencies and seek opportunities to raise further income and exploit our archive assets. Options for savings through efficiencies and increased income generation will be considered as part of the Fundamental Review.	The Northamptonshire Record Office holds over 800 years of the county's rich archival heritage covering all aspects of life in Northamptonshire. The service also manages the Historic Environment Record, and manages 24 historic buildings and monuments across the County.  This builds on initial investigations of efficiency savings.

* Section 2: How does this align with the Council Plan/ corporate priorities/ partnership strategies and plans/ Next Generation Council?	
Delivers increased wellbeing and/or safeguarding by ensuring that...	✓
People of all ages are safe, protected from harm and able to live happy, healthy and independent lives in our communities	

People have the information and support they need to make healthy choices and achieve wellbeing	✓
People achieve economic prosperity, in a healthy, low carbon economy which gives access to jobs, training and skills development	
Communities thrive in a pleasant and resilient environment, with robust transport and communications infrastructure	
Resources are utilised effectively and efficiently, in coordination with partners and providers	✓
<b>Does it align with any NCC/ partnership strategies and plans? (if so, please list below)</b>	
This is integral to the Heritage Gateway Strategy.	
<b>Does it support the transformation into a Next Generation Council? (if so, please explain below)</b>	
This supports the Next Generation Council by exploring new and innovate ways of delivering existing functions.	

**\* Section 3: If this relates to a statutory duty, please give details of the relevant legislation below:**  
N/A

**Section 4: Have other alternatives been considered?**  
Alternatives are being explored as part of the Fundamental Archives Review

**\* Section 5: Financial / resource implications**

**a) Costs (e.g. invest to save)**  
None at this stage – Review undertaken within existing resources.

**b) Staffing implications**  
None at this stage.

**c) Savings**  
£100k

**Section 6: Has a similar initiative/proposal been implemented elsewhere? What were the benefits or risks? Are there lessons that can be learned?**

National good practice for Archives Services and opportunities for income generation will be covered within the Fundamental Review.

**THIS SECTION HAS REPLACED THE EQUALITY IMPACT ASSESSMENT FORM AND MUST BE COMPLETED TO DEMONSTRATE COMPLIANCE WITH THE EQUALITY DUTY**

**\* Section 7: Who will be affected by this proposal? (this may be service user data, or be based on a particular geographical area or more general population data depending on the proposal) Include demographic information where this is available e.g. breakdown by gender, age, ethnicity, disability etc. BIPI can support with the provision of data. You may include staff, partner organisations and any other stakeholders who might be affected by the proposal.**

<p><b>Data Source (include link where published) and summary of what it tells us for example “X number of people use this service, X are male, Y are female etc”</b></p>	<p><b>Why is this relevant to the proposal?</b></p>
<p>A detailed analysis of current service data for example numbers of visits/visitors, current charging levels, other income generation opportunities and other relevant service data including comparators with other local authorities will be considered as part of the Fundamental Service Review.</p>	

**\* Section 8: Based on the above information, will this proposal have an impact on the following? ✓ the relevant box for each line and then expand on the reasons why in Section 9**

	Positive	Negative	Neutral	Unsure
<a href="#">Age</a>			✓	
<a href="#">Disability</a>			✓	
<a href="#">Gender reassignment</a>			✓	
<a href="#">Marriage and civil partnership</a>			✓	
<a href="#">Pregnancy and Maternity</a>			✓	
<a href="#">Race</a>			✓	

<a href="#">Religion or Belief (or No Belief)</a>			✓	
<a href="#">Sex</a>			✓	
<a href="#">Sexual orientation</a>			✓	

<b>* Section 9: Initial impact</b>	
<b>* Section 9a: From your analysis in section 8 above, please explain the positive implications</b>	
N/A	
<b>* Section 9b: From your analysis in section 8 above, please explain why you have categorised any of the implications as neutral</b>	
There is no reason to believe that a review of the Archives Service will have a differential impact on any particular group with protected characteristics.	
<b>* Section 9c: From your analysis above, please explain the negative implications</b>	<b>* Section 9d: What actions have you identified to mitigate any negative implications?</b>
N/A	N/A
<b>* Section e: From your analysis above, please explain the areas where you are unsure of the impact</b>	<b>* Section 9f: What actions have you identified to fill gaps in information?</b>
N/A	N/A

<b>* Section 10: Internal considerations: are there any implications for the following?</b>		
	<b>✓ or X</b>	<b>If there are any implications, please explain them here and identify any actions you may need to take as a result</b>
<a href="#">Staff</a>	X	
<a href="#">Financial (NCC)</a>	✓	£100k saving anticipated from this Review through improved processes and potential income generation.
<a href="#">Legal</a>	X	
<a href="#">NCC Policy</a>	X	
<a href="#">Performance</a>	X	Impact of any efficiency savings/ increased income generation on performance will be considered as part of the fundamental review.

<u>Data quality / information security</u>	X	
<u>IT</u>	X	
<u>Strategic assets</u>	✓	Opportunities of exploiting NCCs historic assets will be explored as part of the Review
<u>LGSS / federated bodies</u>	X	
<u>Procurement</u>	X	
<u>Project support</u>	X	
<u>Other (if appropriate)</u>	X	

**\* Section 11: External considerations: are there any implications for the following?**

	✓ or X	If there are any implications, please explain them here and identify any actions you may need to take as a result
<u>Community impact</u>		
<u>Impact on the consumer (e.g. communication needs, access, rurality, complaints)</u>		
<u>Reputation</u>		
<u>Political</u>		
<u>Partners</u>		
<u>Human Rights</u>		
<u>Health impact – individual</u>		
<u>Health impact – wider community</u>		
<u>Economic impact - individual</u>		

<a href="#">Economic impact – wider community</a>		
<a href="#">Community Safety impact</a>		
<a href="#">Environmental impact</a>		
<a href="#">Consultation</a>		
<a href="#">Other (if appropriate)</a>	✓	Potential loss of access to national and local heritage resources if other efficiencies cannot be found

Based on the impacts and considerations above, please identify the RAG status

RAG Status	Overall RAG	Time	Proposal Delivery	Cash Saving	Risk	Issue	Dependency

* Section 12a: What are the risks associated with NOT implementing the proposal? (tick if applicable)	✓	* Section 12b: What actions have you identified to mitigate the risks? Will anything in the current arrangements need to be changed to acknowledge this risk? Is implementing the proposal the only way to mitigate the risks?
Non-compliance with legislation or NCC policy		N/A
Financial	x	If the saving is not found from this proposal it will need to be found from alternative areas, which may directly impact upon front-line service delivery
Change in performance/ data quality/ information security		N/A
Reputational/ Political		N/A
Increase in complaints and/ or legal challenge		N/A
Other		N/A

**\* Section 13: Budget Delivery Programme Highlight Report information – total amount allocated to savings proposal 2017-18 through to 2020-2021; profiled budget; 2017-18 action plan extended savings narrative; cost code information**

<b>Total amount allocated to savings proposal 2017-18</b>	
<b>2017-18 (£000)</b>	<b>100</b>

<b>Impact of saving within the budget profile</b>			
<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		50	50

	<b>Milestone</b>	<b>Owner</b>	<b>By when</b>
<b>1</b>	Review to be completed by April 2017	R Boulton	April 2017
<b>2</b>	Implementation programme	R Boulton	May 2017

**\* Section 14: Do you need to undertake further work (e.g. consultation, further proposal development, further equality analysis) based on the impact and actions identified above? If yes, set this out below and then carry out the work and complete Part B:**

This proposal will form part of the overall budget consultation process. Any feedback received (as well as any further intelligence gathered in the course of developing the project) will inform a final analysis of the impact of the proposal which will be considered by Cabinet and Council in February when taking a final decision on the budget. The EqIA will be updated accordingly.

**PART B**

**Section 15: Consultation, follow up data and information gathered from actions identified above**

	<b>What does this information tell us?</b>
This proposal formed part of the overall budget consultation process.	We received no comments relating to equalities on this proposal.

**Section 16: Final impact analysis (taking the findings from Part B into account) – including review date if required**

There is no reason to believe that a review of the Archives Service will have a differential impact on any particular group with protected characteristics, so the final impact has been assessed as neutral.