



# Equality Impact Assessment (EqIA)

Template reviewed June 2023

The Public Sector Equality Duty (PSED) was introduced as part of the Equality Act 2010, which protects people from discrimination in the workplace, in the provision of services and in wider society.

The duty requires all public bodies to have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people

Public bodies demonstrate this due regard in different ways, including producing robust equality impact assessments when considering changes to policies and services.

An EqIA enables us to check the potential impacts on residents and employees of our policies, services and projects. It's an opportunity to challenge how we currently do things.

Carrying out an EqIA should not create extra work; it should be part of your normal service planning process. Most of the information required should already be available to you through other work already undertaken e.g. service user monitoring, analysis of complaints and national research.

The purpose of an EqIA is to *take account* of equality as plans develop, to promote and assist the consideration of equalities issues arising in plans and proposals and to ensure that where possible adverse or disproportionate impacts are minimised and positive impacts are maximised. As such where possible an EqIA should be started at the outset of a project/proposal and continually be developed and reviewed until a final proposal is adopted. An EqIA should be used to ensure decision makers have all the information they need regarding potential impacts to ensure they have due regard to the Public Sector Equality Duty when making judgements.

Carrying out EqIAs should be an integral part of policy or service development/change and larger projects may need more than one EqIA if different areas are impacted by the change.

Any project that requires consultation will automatically require an EqIA.

All approved and signed EqIAs are recorded in a central register. Please email your completed draft EqIA to [equalities@buckinghamshire.gov.uk](mailto:equalities@buckinghamshire.gov.uk). Previous EqIAs can be made available for information upon request. For any questions or if you require support in completing your EqIA please contact Maria Damigos and Natalie Donhou Morley directly.



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## Part A (Initial assessment) - Section 1 - Background

Proposal/Brief Title: Future High Street Fund – Tesco Repurpose

OneDrive link to report/policy:

Related policies:

Date: 22<sup>nd</sup> December 2023

### Type of strategy, policy, project or service:

Please tick one of the following:

- Existing
- New or proposed
- Changing, update or revision
- Other (please explain)

### This assessment was created by:

Name: Ruth Cover

Job Title: Business Strategy Manager

Email address: ruth.cover@buckinghamshire.gov.uk

### Briefly describe the aims and objectives of the proposal below:

The Future High Street Fund Programme includes a series of capital projects. This EQIA Screening Questionnaire relates to a project which seeks to repurpose the Tesco store in High Wycombe to convert the first floor for new premises for Buckinghamshire Archives and Discover Bucks Museum storage, and to space for offices to let.

### What outcomes do we want to achieve?

The Future High Street Fund Programme seeks to renew and reshape High Wycombe in a way that improves experience, drives growth and ensures future sustainability. This project is part of that programme and shares the intended outcomes, as well as providing a long-term home for Buckinghamshire Archives that must locate from its current location in Walton Street Offices. The plans will also see an improvement to the services offered.

### Does this proposal plan to withdraw a service, activity or presence? No

Please explain your answer:

Buckinghamshire Archives will continue to operate from this new location.

### Does this proposal plan to reduce a service, activity or presence? No

Please explain your answer:



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Buckinghamshire Archives will continue to operate from this new location.

**Does this proposal plan to introduce, review or change a policy, strategy or procedure? No**

Please explain your answer:

This project does not relate to any policy or strategy change, it supports existing strategies including the High Wycombe Regeneration Strategy and Estate Strategy.

**Does this proposal affect service users and/or customers, or the wider community? Yes**

Please explain your answer:

Buckinghamshire Archives will be moving to a different premises, although it will continue to operate from this new location. A service break will need to take place (likely 6 to 12 months) to allow for the service to move and be reset up, so the service will be unavailable during this time.

The Discover Bucks Museum collections currently stored at the Museum Resource Centre in Halton will also move as part of the above, so will likely be unavailable to access for a period of time yet to be determined. Visits to Halton are only by appointment and visitor numbers are currently very low.

Any more significant moves of council service locations, should they be agreed in principle, would be subject to a full EQIA which would be aligned with development of the proposal and decision making processes.

**Does this proposal affect employees? Yes**

Please explain your answer:

Employees of Buckinghamshire Archives will have a new place of work, this is provided for within existing staff contracts. There will be consultation with staff to understand and discuss any specific impacts or concerns around relocation, with consideration of their individual personal circumstances and accommodation of reasonable requests for mitigations where possible.

Employees of the Discover Bucks Museum currently based at Halton will be similarly affected.

Any more significant moves of staff location, should they be agreed in principle, would be subject to a full EQIA which would be aligned with development of the proposal and decision making processes.

**Will employees require training to deliver this proposal? No**

Please explain your answer:

Not applicable.

**Has any engagement /consultation been carried out, or is planned in the future? No**



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Please explain your answer:

No consultation will be carried out specifically for this project. However, there will be engagement with staff as part of the implementation should the project be approved to proceed.

## Section 2 - Impacts

Please highlight potential impacts (including unintended impacts or consequences) for each protected characteristic\*. Where there are negative or positive impacts please give more details of the impact. Where the impacts are unclear please explain why.

Age\*

Positive	Negative	<b>Unclear</b>	None
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Details: There are no anticipated negative impact on service users based on age. However, the demographics of current users tend to be 55+ therefore some require additional accessibility requirement (please see disability notes) It is hoped that by moving the site to the planned facility, wider age groups may be more likely to access the service.

Disability\*

Positive	Negative	<b>Unclear</b>	None
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Details: The current facilities at the Walton Street site are very accessible, with the Archives all on the ground floor and with access to disabled/accessible toilets. The facilities are also well situated, in the centre of Aylesbury, in close proximity to the train and bus stations.

The new public facility will be on the 1<sup>st</sup> floor but is anticipated to have lift access and accessible toilets installed, so no reduction in accessibility is anticipated. The new site will be placed in the Eden shopping centre, which has parking on site (including a number of disabled parking spaces) and is also very close to the bus station. The train station is slightly further away which may require additional transport for those with mobility issues.

Pregnancy & maternity\*

Positive	Negative	<b>Unclear</b>	None
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Details: Please see accessibility notes under disability.

Race & Ethnicity\*

Positive	Negative	<b>Unclear</b>	None
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Details: There are no anticipated negative impacts based on the proposed changes. The move coincides with a 'push' to encourage more people from diverse backgrounds to access the facilities, and the locality of the new site is one of the most diverse in the county.

Regard will be given to language used in relocation/relaunch materials to ensure they are clear and easy to understand for all users, including those that may have English as a second language.

## Marriage & Civil Partnership\*

Positive	Negative	Unclear	<b>None</b>
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Details: Not applicable

## Religion & Belief\*

Positive	Negative	Unclear	<b>None</b>
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Details: Not applicable

## Sex\*

Positive	Negative	Unclear	<b>None</b>
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Details: Not applicable

## Sexual Orientation\*

Positive	Negative	Unclear	<b>None</b>
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Details: Not applicable

## Gender Reassignment\*

Positive	Negative	Unclear	<b>None</b>
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Details: Not applicable

Do you anticipate any impacts on military families/veterans in relation to the Armed Forces Act 2021 requirements on local authorities to have due regard to [the Armed forces Covenant](#)? No

Please explain your answer:

Not applicable.

Are there any other additional groups/impacts that the EqIA should evaluate in relation to the proposal? No.

Details: N/A



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## Section 3 – Is a full assessment required?

If you have answered yes to any of the initial assessment questions in section 1 of this EqIA, or have indicated a negative or unclear impact in section 2, it is likely you will need to complete part B of the EqIA form. Should you need guidance as to whether a full EqIA is needed at this time please contact Maria Damigos or Natalie Donhou Morley before continuing.

Following completion of part A, is part B completion required?

Not required at this time

Explain your answer:

Not required at this time – will be reviewed if any of the assumptions based on facilities change (eg lift usage/accessibility).

We are aware that there will likely be a negative impact on users who currently use the Archives Service in person whilst the facility is moved over, however, the online service will remain open and there is consideration as to whether additional support may be provided via Aylesbury library during the closed period.

Keep under review – based on current assumptions.

**Have you completed an DPIA for this project/change? Yes/No**

(As you are completing an EqIA, you may also require a DPIA - for more information please contact [dataprotection@buckinghamshire.gov.uk](mailto:dataprotection@buckinghamshire.gov.uk))

## Section 4 – Sign off (Only complete when NOT completing Part B)

Officer completing this assessment: (Please insert Name) Date: (Please insert Date)

Equality advice sought from: (Please insert name) Date: (Please insert Date)

Service Director sign off: (Please insert name) Date: (Please insert Date)

CMT sign off (*if deemed necessary by Service Director*) sign off: (Please insert name) Date: (Please insert Date)

Next review Date: (Please insert Date)

If required please complete part B (full assessment)