

Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>		Cultural Service Review; Hasland Village Hall, Assembly Rooms and Revolution House
<i>Service Area:</i>	Leisure Culture and Community Wellbeing	
<i>Section:</i>	Cultural Services	
<i>Lead Officer:</i>	Anthony Radford	
<i>Date of assessment:</i>	01/24	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	<input type="checkbox"/>	
<i>New / Proposed</i>	<input checked="" type="checkbox"/>	

Section 1 – Clear aims and objectives

1. What is the aim of the policy, project, service, function or strategy?
To set out detailed proposals to achieve financial savings from the operation of three cultural venues operated by the Council: Hasland Village Hall, Assembly Rooms and Revolution House:
1. Hasland Village Hall
To devise alternative operational arrangements so that the premises can be provided to the community without requiring an operational subsidy.
To make operational arrangements to enable the premises to be let for certain uses without the requirement for a council employee to be on site.
To continue to operate the premises and to achieve a reduction in the financial deficit by increasing hire charges from 1st April 2024, and to reduce staffing costs where appropriate by not having a caretaker on site at all times.
To seek expressions of interest from residents and organisations for the Community Asset Transfer of Hasland

Village Hall, during Autumn 2024.

2. Assembly Rooms

To cease the letting of the Assembly Rooms to external parties from 30th June 2024, or earlier if that can be achieved.

To continue the letting of the rooms to external parties until such time as the property can be marketed and a suitable tenant identified.

To support the community groups, which currently regularly hire the Assembly Rooms in finding alternative facilities to hire.

3. Revolution House

To approve the temporary closure of the Revolution House from 1st April 2024.

To develop options for the alternative operation of the Revolution House.

2. Who is intended to benefit from the policy project, service, function or strategy and how?

This will benefit the local community by ensuring the Council is able to continue to deliver statutory services in the most efficient way, in line with the approach set out in the Council's Budget Strategy. The Council is required to set a balanced budget each year, in order to continue to function.

The proposal has a target annual saving in the range of between £10,000 to £50,000.

Assembly Rooms

It is proposed that the letting of the rooms to external parties continues for a further period until such time as the property can be marketed and a suitable tenant identified. This has the added benefit of giving the existing regular hirers sufficient time to make suitable alternative arrangements for their events. To assist the community groups who would be displaced when the Assembly Rooms became unavailable, it is proposed that officers actively support them by providing further information and contacts for other suitable Council premises available to hire. This would include rooms to let available at the Town Hall, and other council owned rooms throughout the borough.

3. What outcomes do you want to achieve?

Hasland Village Hall:

In order to reduce the financial deficit of the operation and to achieve full cost recovery, officers are proposing two approaches; reducing expenditure and increasing income:

In order to reduce staffing costs, officers would like to change the operating procedures for regular hirers. It is proposed that there would be no caretaker on duty at the hall. Regular hirers would be issued a key for the hall and would be given an induction on how to open and close the building. They would be provided with an emergency telephone number if they had any operational issues. The hirer would be responsible for the building during the period of hire, and for closing the building and setting the alarm if needed. Due to the diverse use of the hall, this procedure would still require an amount of employee time as the building will require cleaning and re-setting.

Secondly, in order to increase income, it is proposed that fees and charges are increased to enable the council to recover the costs of providing the hall from the income received from the hirer.

Assembly Rooms:

It is proposed that the letting of the Assembly Rooms to external parties is ceased as from 30th June 2024, or earlier if that can be achieved.

It is proposed that the Assembly Rooms is advertised for commercial letting.

Revolution House:

Currently the building is scheduled to have repairs to the thatched roof during February which should be completed by the end of March . Therefore it is proposed that once the work has been completed, the house remains temporarily closed as from 1st April 2024.

Different options for the alternative operation of the Revolution House will be developed. The options should meet two objectives: to remove the requirement for the Council to provide any financial and in-kind subsidy for the building and to support the conservation of this significant historical asset for the benefit of the borough.

4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Some groups who hire the Assembly Rooms and Hasland Village Hall and therefore may be adversely affected, work with some people with protected characteristics: age; disability; pregnancy and maternity; religion or belief.

Support for these groups with identifying alternative venues will be provided if required. Support is also available from both the Health and Wellbeing Officer and Community Development Worker who can provide advice regarding community grants funding opportunities.

The following venues offer similar facilities for hire within the borough:

Facility available for hire
Chesterfield Town Hall
Winding Wheel
Donut Creative Arts Centre
West Street Studios
Chester Street Club
St. Andrews Church Hall
Boythorpe Community Centre
Derby Road Methodist Church
Loundsley Green Community Centre
St. Thomas Centre
Technique Stadium, Whittington Moor
Peter Webster Centre
The Eagle Club, Littlemoor
Newbold Working Men's Club
Birdholme Working Men's Club
Brimington Community Centre
Speedwell Rooms

Staveley Hall

5. Any other relevant background information

The proposals have been brought forward to respond to the savings targets identified in the Budget Strategy Implementation Plan, which was approved in November 2023. This will enable the Council to work towards developing a balanced 2024/25 budget and MTFP, which will support the Council to continue to deliver against the visions and priorities set out in the Council Plan.

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

Hasland Village Hall

During the calendar year 2023, the hall was hired by approximately 80 different hirers – this comprises 15 regular hirers and 75 one-off hirers. Sixty five percent of the hirers were charged the discounted community tariff whilst thirty five percent were on the commercial tariff.

The hall was used on average approximately 5 hours per day, and there were approximately 19,000 visitors during the year.

The table below shows in the financial year 2022/3 Hasland Village Hall operated with a financial deficit of approximately £32,000. The forecast deficit of the current financial year is £24,000.

	Actual 2022/23	Forecast 2023/24
Income	£	£
Lettings	34,136	50,000
Less Expenditure		

<i>Employees</i>	<i>28,494</i>	<i>36,000</i>
<i>Premises</i>	<i>32,710</i>	<i>35,420</i>
<i>Supplies</i>	<i>1,814</i>	<i>2,470</i>
<i>Cleaning</i>	<i>3,057</i>	<i>Not applicable</i>
<i>Deficit for the year</i>	<i>(31,939)</i>	<i>(23,890)</i>

Whilst the income from some of the lettings covered the variable staffing costs for running an event, these were bookings primarily on the commercial tariff and some parties/weddings. However very few lettings covered the fixed daily overheads of operation. Furthermore, some lettings required significantly more operational subsidy, these included the smaller community events.

Assembly Rooms

During the calendar year 2023, the hall was hired by approximately 25 different hirers – this comprises 8 regular hirers and 17 one-off hirers. Seventy five percent of the hirers were charged the discounted community tariff whilst twenty five percent were on the commercial tariff.

The hall was used on average approximately 1.3 hours per day, and there were approximately 3,100 visitors during the year.

The table below shows in the financial year 2022/3, the Assembly Rooms operated with a financial deficit of approximately £54,000. The forecast deficit of the current financial year is £55,000.

	<i>Actual 2022/23</i>	<i>Forecast 2023/24</i>
<i>Income</i>	<i>£</i>	<i>£</i>
	<i>7,026</i>	<i>12,000</i>
<i>Less Expenditure</i>		
<i>Employees</i>	<i>11,007</i>	<i>13,460</i>
<i>Premises</i>	<i>Service charge from Market Hall</i>	<i>Service charge from Market Hall</i>
<i>Supplies and</i>	<i>50,390</i>	<i>53,510</i>

<i>services</i>		
Deficit for the year	<i>(54,372)</i>	<i>(54,970)</i>

Revolution House

During the calendar year 2023, the House was open to the public at least once a month from March to September and every Thursday, Friday, Saturday and Sunday from 7 to 24 December.

The House was open for 23 days during the year, and there were approximately 1,700 visitors during the year. There was no admission fee charged.

The table below shows in the financial year 2022/3, the Revolution House operated with a financial deficit of approximately £8,000. The forecast deficit of the current financial year is £7,000.

	Actual 2022/23	Forecast 2023/24
Income	£	£
	<i>NIL</i>	<i>NIL</i>
Less Expenditure		
<i>Employees</i>	<i>Costs absorbed by Museum</i>	<i>Costs absorbed by Museum</i>
<i>Premises</i>	<i>5962</i>	<i>5330</i>
<i>Supplies and services</i>	<i>2150</i>	<i>1900</i>
Deficit for the year	<i>(8113)</i>	<i>(7230)</i>

<p>7. Have you identified any gaps in the information/evidence that you have regarding the policy, project, service, function or strategy, which may be needed in order to give proper consideration? <i>It is not sufficient to say “we do not have the evidence”, you should identify gaps in the evidence and fill them in a proportionate and balanced manner.</i></p>	
<input type="checkbox"/> Yes, gaps have been identified	
<input checked="" type="checkbox"/> No, there are no gaps	<p>Detailed analysis of current usage and income has been conducted. In addition, feedback has been received via the Venues survey and the Budget Conversation enabling full consideration to be given to the proposal.</p>

Section 3 – Additional engagement activities

<p>8. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?</p>		
Date	Activity	Main findings
<p>17th Nov – 15th Dec 2023</p>	<p>Budget Conversation</p>	<p>Respondents were asked to take part in a short survey and answer a series of broad questions about where and how they think CBC budgets should be spent. Information gathered during the budget conversation including comments and individual submissions are being used to inform proposals and key decision considerations.</p>
<p>19th December 2023 to 5th January 2024</p>	<p>Venue Hire Survey Report</p>	<p>As part of the development process of these proposals, officers have contacted the regular hirers of Hasland Village Hall and the Assembly Rooms and invited them to complete a short survey regarding their views on how they think any price or operational changes would affect them and their group. In addition, hirers were also advised that consideration may be given to a community asset transfer for the operational responsibility and use of Hasland Village Hall, and to advise if they or their group would be interested in pursuing.</p>

Section 4 – What is the impact?

9. Summary of anticipated impacts. <i>Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.</i>			
	Positive impact	Negative impact	No disproportionate impact
Age	<input type="checkbox"/>	X	<input type="checkbox"/>
Disability and long term conditions	<input type="checkbox"/>	X	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	X	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	X	<input type="checkbox"/>

10. Details of anticipated positive impacts.								
a)	<i>Please provide details of any positive impacts identified in the summary table above and tick the group/s the impact applies to. Delete or add rows below as required.</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)								
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)								

<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
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11. Details of anticipated negative impacts.

a)	<i>Negative impact:</i>	Some groups who hire the Assembly Rooms and Hasland Village Hall and therefore may be adversely affected, work with some people with protected characteristics: age; disability; pregnancy and maternity; religion or belief.					
	<i>Mitigating action:</i>	Support will be provided to groups to identify new venues if required. Support is also available from the Council's Health and Wellbeing Officer and Community Development Worker who can provide advice regarding community grants funding and other external funding opportunities, community development, and support capacity building.					
	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion						
b)	<i>Negative impact:</i>						
	<i>Mitigating action:</i>						
	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion						
c)	<i>Negative impact:</i>						
	<i>Mitigating action:</i>						
	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion						

12. Have all negative impacts identified in the table above been mitigated against with appropriate action?

X Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why: If negative impacts remain, would the decision constitute conduct prohibited by the act? Eg. discrimination, harassment, victimisation, failure to make reasonable adjustments and any other conduct that is prohibited by or under the act.</i>
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13. Have you assessed the equality impact on the people who may have to implement your decision, such as staff or suppliers?				
Staff	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>
Specific users	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>
Wider community	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why</i>

Section 5 – Recommendations and monitoring

14. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?
<p>Regular reviews will be carried out once the proposed changes in are in operation and the EIA will be updated as necessary at that time.</p> <p>There are possible implications for Human resources in the future, depending on the details and timing of the implementation of the various proposals. A separate report will be brought to the Joint Cabinet and Employment Committee in due course, which will address these implications. The EIA will be adjusted to reflect any staffing implications when details are known.</p>

15. Summary of the Equality Impact Assessment
<p><i>Please provide a summary of the assessment, with key findings and a brief description of how the proposal has been developed to take into consideration protected groups, outcomes of consultation etc.</i></p> <p>The EIA process has given due regard to any potential negative impacts of the Cultural Services Review. Some groups who hire the Assembly Rooms and Hasland Village Hall and therefore may be adversely affected, work with some people with protected characteristics. Support will be given to those groups who currently hire the venues with finding alternative locations for hire and advice regarding community grants funding opportunities will</p>

be provided.

Has due regard been given to the Public Sector Equality Duty statutory guidance or was there a good reason why the duty, or particular parts of it, did not apply to that decision?

The general duty requires public authorities, to have due regard to the need to:

- *Eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act*
- *Advance equality of opportunity between people who share and people who do not share a relevant protected characteristic*
- *Foster good relations between people who share and people who do not share a relevant protected characteristic*

X Yes No N/A

Please provide further details if necessary

Section 6 – Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	Anthony Radford
	Date:	25/01/2024
Reviewed by Policy Service	Name:	Allison Potter
	Date:	23/01/2024
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	