

Equality & Human Rights Impact Assessment (EHRIA)

This Equality and Human Rights Impact Assessment (EHRIA) will enable you to assess the **new, proposed or significantly changed** policy/ practice/ procedure/ function/ service** for equality and human rights implications.

Undertaking this assessment will help you to identify whether or not this policy/ practice/ procedure/ function/ service** may have an adverse impact on a particular community or group of people. It will ultimately ensure that as an Authority we do not discriminate and we are able to promote equality, diversity and human rights.

Before completing this form please refer to the EHRIA [guidance](#), for further information about undertaking and completing the assessment. For further advice and guidance, please contact your [Departmental Equalities Group](#) or equality@leics.gov.uk

***Please note: The term 'policy' will be used throughout this assessment as shorthand for policy, practice, procedure, function or service.*

Key Details	
Name of policy being assessed:	Digitisation of Historic Records: Invitation to Tender (ITT) to digitise and make available online historic sources held at the Record Office for Leicestershire, Leicester and Rutland including parish registers, wills and electoral rolls dating from approximately late 14 th century to the 1960s.
Department and section:	Adults and Communities: Communities and Wellbeing: Locality South: Record Office for Leicestershire, Leicester and Rutland
Name of lead officer/ job title and others completing this assessment:	Jenny Moran and Robin Jenkins, Senior Archivists Other officers completing assessment: Ruth Pointer and Hilary Ward, Locality Managers
Contact telephone numbers:	Record Office 0116 2571080
Name of officer/s responsible for implementing this policy:	Ruth Pointer and Hilary Ward, Locality Managers. Jenny Moran and Robin Jenkins, Senior Archivists.
Date EHRIA assessment started:	9 th May 2014
Date EHRIA assessment completed:	

Section 1: Defining the policy

Section 1: Defining the policy

You should begin this assessment by defining and outlining the scope of this policy. You should consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights, as outlined in Leicestershire County Council's Equality Strategy.

1	<p>What is new or changed in this policy? <i>What has changed and why?</i></p> <p>The proposal has been developed in response to demand for better search facilities and wider access from service users. The service has also been approached by commercial providers requesting a licence to digitise and make available name-rich sources.</p> <p>The commercial provider will recoup their outlay by selling subscriptions but will ensure that Leicestershire residents have access to a free service through the granting to licences in certain public venues such as the record office and libraries. Name-rich sources which are time-consuming and difficult to search and which have the highest demand will be digitised. Suitable sources will be selected by record office staff and consider the physical condition of the records and the privacy of individuals as well as commercial demand.</p>				
2	<p>Does this relate to any other policy within your department, the Council or with other partner organisations? <i>If yes, please reference the relevant policy or EHRIA. If unknown, further investigation may be required.</i></p> <p>The Record Office aims to make the resources it holds as widely available as possible as part of its own access policy (copy of policy attached): <i>The Record Office aims to facilitate and extend access by understanding user needs and finding alternative ways to make the information available.</i></p> <p>The Record Office is also responsible for ensuring access to information under relevant legislation including the Freedom of Information Act 2000 and the Data Protection Act 1998.</p>				
3	<p>Who are the people/ groups (target groups) affected and what is the intended change or outcome for them?</p> <p>The people and groups affected are mainly existing and potential users of resources at the Record Office who will no longer have to make a personal visit to the office to view the resources but may do so online. There is a potential impact in that commercial providers make their money from subscriptions to view the resources; however, the contract with the provider will ensure continued free access in Leicestershire's libraries and at the Record Office (as there is now). The physical records and surrogate copies of them will still be available to view free of charge at the Record Office (as they are now). This means that although there could be an adverse financial impact, this has been mitigated to ensure that the service remains free to current users and access has been widened rather than limited by the proposal.</p>				
4	<p>Will this policy meet the Equality Act 2010 requirements to have due regard to the need to meet any of the following aspects? (Please tick and explain how)</p> <table border="1"> <tr> <td></td> <td>Yes</td> <td>No</td> <td>How?</td> </tr> </table>		Yes	No	How?
	Yes	No	How?		

	Eliminate unlawful discrimination, harassment and victimisation	X		The proposals do not contravene the Equality Act 2010 but do not actively eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
	Advance equality of opportunity between different groups	X		
	Foster good relations between different groups	X		

Section 2: Equality and Human Rights Impact Assessment (EHRIA) Screening

Section 2: Equality and Human Rights Impact Assessment Screening

The purpose of this section of the assessment is to help you decide if a full EHRIA is required.

If you have already identified that a full EHRIA is needed for this policy/ practice/ procedure/ function/ service, either via service planning processes or other means, then please go straight to [Section 3](#) on Page 7 of this document.

Section 2

A: Research and Consultation

5.	Have the target groups been consulted about the following?	Yes	No*
	a) their current needs and aspirations and what is important to them;		X
	b) any potential impact of this change on them (positive and negative, intended and unintended);		X
	c) potential barriers they may face		X
6.	If the target groups have not been consulted directly, have representatives been consulted or research explored (e.g. Equality Mapping)?	X	
7.	Have other stakeholder groups/ secondary groups (e.g. carers of service users) been explored in terms of potential unintended impacts?	X	
8.	*If you answered 'no' to the question above, please use the space below to outline what consultation you are planning to undertake, or why you do not consider it to be necessary.		
	Q5: The target groups have not been consulted directly about this proposal; however, comments made in correspondence with them and user surveys in the		

	<p>past have indicated a high level of support for online access to this type of information. The commercial providers and services which have undertaken similar projects have provided evidence of support for the proposed service and increased levels of use of the resources. The availability online will also allow for remote, global use which is not possible at present.</p> <p>Q7: Stakeholders including the Registration Service, owners of the church records: the Diocese of Peterborough and Diocese of Leicester as well as the joint funding authorities Leicester City Council and Rutland County Council have been consulted and given appropriate permissions and support for the proposal.</p>
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Section 2

B: Monitoring Impact

9.	Are there systems set up to:	Yes	No
	a) monitor impact (positive and negative, intended and unintended) for different groups;	X	
	b) enable open feedback and suggestions from different communities	X	

Note: If no to Question 8, you will need to ensure that monitoring systems are established to check for impact on the protected characteristics.

Section 2

C: Potential Impact

10.

Use the table below to specify if any individuals or community groups who identify with any of the '[protected characteristics](#)' may potentially be affected by this policy and describe any positive and negative impacts, including any barriers.

	Yes	No	Comments
Age	X		User surveys show that users of the Record Office are predominantly older people. The policy may impact positively upon older people by making it easier to access information remotely without visiting the Record Office in person. The policy may also have a positive impact in engaging a wider age base as the resources will be available at any time online so younger people will no longer need to access the service when it is physically open to the public.
Disability	X		The policy may impact positively upon disabled people by making it easier to access information remotely without visiting the

			Record Office in person.
Gender Reassignment		X	The policy has no impact on gender reassignment issues
Marriage and Civil Partnership		X	The policy has no impact on marriage and civil partnership issues
Pregnancy and Maternity		X	The policy has no impact on pregnancy and maternity issues
Race		X	The policy has no impact on racial issues
Religion or Belief	X		The policy may have some impact on religion or belief as Church of England and other records related to Christianity are being digitised. The statutory basis for acquisition of Church of England records is the Parochial Records and Registers Measure 1978 and the council has no right to obtain records of other faiths, although some choose to deposit them. Records relating to other faiths are not in scope of the project because they are much more limited and recent. There is a greater risk that individuals will object to being identified as being associated with a particular faith and there is even the possibility that this could give rise to attacks on people from particular faith groups. Any future plans to include records of non-Church of England groups will include discussions with representatives from those faiths.
Sex		X	The policy has no impact on gender issues
Sexual Orientation		X	The policy has no impact on sexual orientation issues
Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum	X		The policy may impact upon rural isolation and disadvantaged communities by making information more widely

	<p>seeker and refugee communities, looked after children, deprived or disadvantaged communities</p>			<p>available without the need for individuals or groups to visit the Record Office in person. The policy may have a positive impact in engaging more people from different communities as the resources will be available at any time online eliminating the need to access the service when it is physically open to the public.</p>
	<p>Community Cohesion</p>		<p>X</p>	<p>The policy has no impact on community cohesion issues</p>
<p>11.</p>	<p>Are the human rights of individuals <u>potentially</u> affected by this proposal? Could there be an impact on human rights for any of the protected characteristics? (Please tick)</p> <p>Explain why you consider that any particular article in the Human Rights Act may apply to your policy/ practice/ function or procedure and how the human rights of individuals are likely to be affected below: [NB. Include positive and negative impacts as well as barriers in benefiting from the above proposal]</p>			
		<p>Yes</p>	<p>No</p>	<p>Comments</p>
	<p>Part 1: The Convention- Rights and Freedoms</p>			
	<p>Article 2: Right to life</p>		<p>X</p>	<p>The policy does not engage Article 2</p>
	<p>Article 3: Right not to be tortured or treated in an inhuman or degrading way</p>		<p>X</p>	<p>The policy does not engage Article 3</p>
	<p>Article 4: Right not to be subjected to slavery/ forced labour</p>		<p>X</p>	<p>The policy does not engage Article 4</p>
	<p>Article 5: Right to liberty and security</p>		<p>X</p>	<p>The policy does not engage Article 5</p>
	<p>Article 6: Right to a fair trial</p>		<p>X</p>	<p>The policy does not engage Article 6</p>
	<p>Article 7: No punishment without law</p>		<p>X</p>	<p>The policy does not engage Article 7</p>
	<p>Article 8: Right to respect for private and family life</p>	<p>X</p>		<p>The policy does engage Article 8: Right to respect for private and family life. Personal information about individuals who may still be living will be made more widely available in a searchable format which may impact upon privacy.</p> <p>This is explained and mitigated in the following ways:</p> <p>1. The information is already available to view at the Record Office and through local libraries, district councils</p>

				and registration services. 2. Recent information from parish registers and the electoral roll will not be published online. The proposal is that information about living individuals that is under 50 years old will not be made available in this way. 3. The policy will not contravene the terms of the <i>Data Protection Act 1998</i> or impact upon the rights of any person under the act.
	Article 9: Right to freedom of thought, conscience and religion		X	The policy does not engage Article 9
	Article 10: Right to freedom of expression		X	The policy does not engage Article 10
	Article 11: Right to freedom of assembly and association		X	The policy does not engage Article 11
	Article 12: Right to marry		X	The policy does not engage Article 12
	Article 14: Right not to be discriminated against		X	The policy does not engage Article 14
	Part 2: The First Protocol			
	Article 1: Protection of property/ peaceful enjoyment		X	The policy does not impact upon Part 2: the First Protocol: Article 1
	Article 2: Right to education		X	The policy does not impact upon Part 2: the First Protocol: Article 2
	Article 3: Right to free elections		X	The policy does not impact upon Part 2: the First Protocol: Article 3
Section 2				
D: Decision				
12.	Is there evidence or any other reason to suggest that:		Yes	No
	a) this policy could have a different affect or adverse impact on any section of the community;			X
	b) any section of the community may face barriers in benefiting from the proposal			X
13.	Based on the answers to the questions above, what is the likely impact of this policy			
	No Impact <input type="checkbox"/>	Positive Impact <input checked="" type="checkbox"/>	Neutral Impact <input type="checkbox"/>	Negative Impact or Impact Unknown <input type="checkbox"/>

Note: If the decision is ‘Negative Impact’ or ‘Impact Not Known’ an EHRIA Report is required.

14.	Is an EHRIA report required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Section 2: Completion of EHRIA Screening

Upon completion of the screening section of this assessment, you should have identified whether an EHRIA Report is required for further investigation of the impacts of this policy.

Option 1: If you identified that an EHRIA Report is required, continue to [Section 3](#) on Page 7 of this document to complete.

Option 2: If there are no equality, diversity or human rights impacts identified and an EHRIA report is not required, continue to [Section 4](#) on Page 14 of this document to complete.

Section 3: Equality and Human Rights Impact Assessment (EHRIA) Report

Section 3: Equality and Human Rights Impact Assessment Report

This part of the assessment will help you to think thoroughly about the impact of this policy and to critically examine whether it is likely to have a positive or negative impact on different groups within our diverse community. It is also to identify any barriers that may detrimentally affect under-represented communities or groups, who may be disadvantaged by the way in which we carry out our business.

Using the information gathered either within the EHRIA Screening or independently of this process, this EHRIA Report should be used to consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights as outlined in Leicestershire County Council’s Equality Strategy.

Section 3

A: Research and Consultation

When considering the target groups it is important to think about whether new data needs to be collected or whether there is any existing research that can be utilised.

15.	Based on the gaps identified either in the EHRIA Screening or independently of this process, <u>how</u> have you now explored the following and <u>what</u> does this information/data tell you about each of the diverse groups?
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	<ul style="list-style-type: none"> a) current needs and aspirations and what is important to individuals and community groups (including human rights); b) likely impacts (positive and negative, intended and unintended) to individuals and community groups (including human rights); c) likely barriers that individuals and community groups may face (including human rights)
16.	Is any further research, data collection or evidence required to fill any gaps in your understanding of the potential or known affects of the policy on target groups?
When considering who is affected by this proposed policy, it is important to think about consulting with and involving a range of service users, staff or other stakeholders who may be affected as part of the proposal.	
17.	Based on the gaps identified either in the EHRIA Screening or independently of this process, <u>how</u> have you further consulted with those affected on the likely impact and <u>what</u> does this consultation tell you about each of the diverse groups?

18.	Is any further consultation required to fill any gaps in your understanding of the potential or known effects of the policy on target groups?

Section 3															
B: Recognised Impact															
19.	Based on any evidence and findings, use the table below to specify if any individuals or community groups who identify with any 'protected characteristics' are <u>likely</u> be affected by this policy. Describe any positive and negative impacts, including what barriers these individuals or groups may face.														
	<table> <tr> <th></th><th>Comments</th></tr> <tr> <td>Age</td><td></td></tr> <tr> <td>Disability</td><td></td></tr> <tr> <td>Gender Reassignment</td><td></td></tr> <tr> <td>Marriage and Civil Partnership</td><td></td></tr> <tr> <td>Pregnancy and Maternity</td><td></td></tr> <tr> <td>Race</td><td></td></tr> </table>		Comments	Age		Disability		Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity		Race	
	Comments														
Age															
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	Religion or Belief	
	Sex	
	Sexual Orientation	
	Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities	
	Community Cohesion	

20.	Based on any evidence and findings, use the table below to specify if any particular Articles in the Human Rights Act are <u>likely</u> apply to your policy. Are the human rights of any individuals or community groups affected by this proposal? Is there an impact on human rights for any of the protected characteristics?	
		Comments
	Part 1: The Convention- Rights and Freedoms	
	Article 2: Right to life	
	Article 3: Right not to be tortured or treated in an inhuman or degrading way	
	Article 4: Right not to be subjected to slavery/ forced labour	
	Article 5: Right to liberty and security	
	Article 6: Right to a fair trial	
	Article 7: No punishment	

	without law	
	Article 8: Right to respect for private and family life	
	Article 9: Right to freedom of thought, conscience and religion	
	Article 10: Right to freedom of expression	
	Article 11: Right to freedom of assembly and association	
	Article 12: Right to marry	
	Article 14: Right not to be discriminated against	
	Part 2: The First Protocol	
	Article 1: Protection of property/ peaceful enjoyment	
	Article 2: Right to education	
	Article 3: Right to free elections	
Section 3 C: Mitigating and Assessing the Impact		
Taking into account the research, data, consultation and information you have reviewed and/or carried out as part of this EHRIA, it is now essential to assess the impact of the policy.		
21.	If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons.	
N.B. i) If you have identified adverse impact or discrimination that is <u>illegal</u> , you are required to take action to remedy this immediately. ii) If you have identified adverse impact or discrimination that is <u>justifiable or legitimate</u> , you will need to consider what actions can be taken to mitigate its effect on those		

groups of people.	
22.	<p>Where there are potential barriers, negative impacts identified and/or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <ul style="list-style-type: none"> a) include any relevant research and consultations findings which highlight the best way in which to minimise negative impact or discrimination b) consider what barriers you can remove, whether reasonable adjustments may be necessary, and how any unmet needs that you have identified can be addressed c) if you are not addressing any negative impacts (including human rights) or potential barriers identified for a particular group, please explain why
Section 3 D: Making a decision	
23.	<p>Summarise your findings and give an overview as to whether the policy will meet Leicestershire County Council's responsibilities in relation to equality, diversity, community cohesion and human rights.</p>

Section 3 E: Monitoring, evaluation & review of your policy	
24.	<p>Are there processes in place to review the findings of this EHRIA and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?</p>

25.	<p>How will the recommendations of this assessment be built into wider planning and review processes?</p> <p><i>e.g. policy reviews, annual plans and use of performance management systems</i></p>

Section 3:
F: Equality and human rights improvement plan

Please list all the equality objectives, actions and targets that result from the Equality and Human Rights Impact Assessment (EHRIA) (continue on separate sheets as necessary). These now need to be included in the relevant service plan for mainstreaming and performance management purposes.

Equality Objective	Action	Target	Officer Responsible	By when

Section 4: Sign off and scrutiny

Upon completion, the Lead Officer completing this assessment is required to sign the document in the section below.

It is required that this Equality and Human Rights Impact Assessment (EHRIA) is scrutinised by your [Departmental Equalities Group](#) and signed off by the Chair of the Group.

Once scrutiny and sign off has taken place, a depersonalised version of this EHRIA should be published on Leicestershire County Council's website.

Section 4

A: Sign Off and Scrutiny

Confirm, as appropriate, which elements of the EHRIA have been completed and are required for sign off and scrutiny.

Equality and Human Rights Assessment Screening ☐

Equality and Human Rights Assessment Report ☐

1st Authorised Signature (EHRIA Lead Officer):

Date:

2nd Authorised Signature (DEG Chair):



Date: ...16 June 2014.....