

Equality Impact Assessment	
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London Borough of Lambeth Equality Impact Assessment

1.0 Introduction

1.1 Business activity aims and intentions

The purpose of this project is to consider and appraise the options for a long-term home for the Lambeth Archives Service.

It is generally recognised that the present location for the borough archives is not fit for purpose. The storage conditions do not meet the necessary standards and it is poorly placed, being on a residential street, away from bus routes and the tube.

In May 2016 consultants were commissioned to undertake an options appraisal for the Archives service, taking into account the council's requirements for the future of the service, and addressing the particular needs of the users of the service; both as depositors and users.

As part of this appraisal process the consultants were asked to:

1. Scope and identify possible locations in Brixton, as well as other possible locations in the borough, such as Waterloo/Southbank, Vauxhall or West Norwood, assessing the merits of the different locations such as transport links, capital costs, available space or regeneration of an area.
2. Consider shared use with another heritage institution, local HE organisations, Universities, other boroughs or other mixed use of building. Any shared usage should be with a compatible body and ensure that revenue funding is secure to ensure sustainability.
3. Assess the suitability to use off-site storage that meets the requirements of PD5454 and is compatible with archive service accreditation.

The options were also expected to have the capacity to fulfil the following criteria:

- Be affordable both in terms of the capital and revenue required of the council to maintain both the service and facilities. The current annual revenue budget is £190,000. We are unable to confirm whether this budget will be maintained in the future, given the level of savings required from Council budgets. So all options should be considered with a focus on minimising revenue costs and look at options working to 75% and 50% of the current budget.
- Improve accessibility
- Utilise new technologies and address preservation and storage of current digital and born-digital records
- Maximise income generation
- Provide a destination where people can access the service, discover and learn about local identity and heritage
- Meet the necessary standards for archive storage
Be of sufficient capacity to house the existing collection and its projected expansion

This Equality Impact Assessment sets out the impacts for the relocated archive service and the mitigations.

The current Service

The current service is situated in the Minet Library building at 52 Knatchbull Road, London SE5 and has been based there since 1890. The archives is open for 35 hours each week, including Saturdays and one late evening. Visitors can access all the material held and receive help and advice from archives staff. In addition, a wide range of enquiries are answered by phone and online.

The collections comprise 60% archive holdings, which include items of national significance, and local studies material, occupying just over one mile of linear shelving. Half of the local studies books are on open access in the search room. There is also film and oral history material, all digitalised, and a small museum collection. Some 14,000

digitised images and copy images are available for purchase on the Landmark website (www.landmark.lambeth.gov.uk).

The collection includes records of Lambeth Council from the 16th Century and those of many local businesses, institutions, societies, families and individuals. There are over 30,000 property deeds and the records of local manors dating from the 13th Century. The local studies collections include printed books, periodicals, newspapers; a visual collection of over 60,000 items, 2,500 maps, cuttings and ephemera. It also includes local microform copies of sources held elsewhere like census, local press, parish registers and civil registration indexes.

The collections are currently accessed largely via printed lists and card catalogues. There is no online catalogue.

Other than the search room itself, there are no facilities for visitors; the service lacks public toilets and common room facilities, there is no exhibition or education space, conservation or document quarantine areas. The spaces used for archive storage are not fit for purpose and do not meet archival standards.

The current archives staffing establishment is 3.5 fte. This is lower than the London average of 4.4 fte and there are no conservation or specific education and learning posts.

Current audiences and usage:

The role of an effective archival service is twofold, to meet the needs of residents and other customers in ensuring that existing sources are accessible in ways, at times and in a location suitable to that customer base; and to ensure the preservation to national standards of current archives and future acquisitions. Associated with both of these is a need to ensure that both access and standards of preservation are such that potential

donors and depositors of archival collections feel that the archive is an attractive location for their records.

To examine how well Lambeth Archives is fulfilling this role, the consultants undertook an analysis of the statistics provided to CIPFA for the financial year 2014/15 (the most recent published data) and compared Lambeth to other similar authorities. The quantity and quality of data for individual authorities varied considerably and in some cases the data provided was not credible; in at least one case data provided to CIPFA was not incorporated into the final report. Furthermore, there is a great difference in business levels and service provision between authorities. Therefore, a full comparison was not possible, but some trends are possible to identify. ¹

- The investment per capita – that is the net expenditure on archives divided by the population of the borough – in Lambeth was 81 pence compared with an average of 91 pence.
- During that year, the ratio of visits to full time equivalent staff was 540 at Lambeth compared to an average of 505 for the group and the ratio of staff employed to opening hours offered was 13.6 against an average of 10.3.
- In the same period, Lambeth had 1,351 visits. The average for this group was almost 1,922 visits. 1,510 documents were produced to the public at Lambeth, against an average of 1,646, and there were 1,623 enquiries with an average of 2,334.

¹ Comparable authorities are defined as those reporting more than 1,000 visits in that year. There was a large gap between these and the remaining authorities – the next highest number of visits was 548, although some other authorities did not provide visitor figures. Westminster Archives was also excluded as the business levels are far higher than other authorities and inclusion tended to distort averages upwards. This meant that the comparator group was comprised of nine services, plus Lambeth Archives.

- Examining rates of usage, visits per thousand residents of the home authority were 4.75 compared to the average for the group of 7.18, and visits per hour open to the public were 0.79 against an average of 0.99.
- Productions per cubic metre of archival material held in Lambeth were 5.2 compared to an average of 10.4.

This comparison shows that Lambeth's spending on its archives, although a little below average for the group, was broadly in line with other authorities. Staff productivity was rather higher than the group average.

However, usage by the public was considerably lower, a factor which was exacerbated when the relatively high population of Lambeth is taken into account. The archives are rather less well used than the rest of the comparator group when the number of hours offered are considered. In relation to the amount of material held, the usage of that material was very low at only half of the average for this group.

On the other hand, Lambeth archives have preserved a far higher amount of material than the comparator group – 252 cubic metres against an average of 173.

It is possible to conclude from this that Lambeth's investment in its archives service is not producing the performance seen in other authorities, except in staff productivity and the preservation of material.

In 2015/16 there were 1,351 visits to Lambeth Archives. Of these, the service has collected data on the residential addresses of 578 visitors.

Rather over half the number of these visitors (52.9%) were Lambeth residents, with a further 27.5% from the remainder of south London. 9.7% came from north London or

adjacent areas, 5.2% from south east England, 2.4% from the rest of the UK and 1.6% from other countries, with the remainder providing postcodes which could not be identified.

Of those visitors who were Lambeth residents, 53.9% lived in two postal districts – SE5 and SW9. This means that over a quarter of the visitors to Lambeth archives live within a mile and a half of the building.

Whilst it is entirely possible that this figure is distorted somewhat by short repeat visits by those living closest to Lambeth archives, it is highly unlikely that residents within these two postal districts have a disproportionate interest in the archival holdings and it is difficult to resist the conclusion that the current location of Lambeth Archives is an impediment to visitors. This is an obvious explanation for Lambeth’s relatively poor performance in comparison to other authorities.

These figures suggest that the relative inaccessibility of the site from many parts of Lambeth is a barrier to access.

Background

Over 40 potential sites from across the borough were put forward for consideration as a possible location for the archives. These were assessed and shortlisted by the consultants using location, tenure, size, alternative proposals and potential complexity of any conversion as the criteria.

Locations that were considered and rejected include:

- The new community spaces at the Shell Centre and Elizabeth House in Waterloo, Kennington Old Town Hall; prohibitive due to cost
- The new Lambeth Town Hall basement and Ivor House; the plans for which were too far advanced to incorporate the archives.

- Olive Morris House and Carnegie Library; both explored in detail and were visited by the consultants to explore their potential. Carnegie Library was rejected due to location and Olive Morris House due to size.

Six locations were identified and shortlisted for exploration in more detail. For each of these options, the consultants assessed:

- The suitability of the site to accommodate the archives
- The ease of access for those travelling from other parts of Lambeth and beyond
- The staffing requirements
- Capital and, revenue costs

These were:

- Minet Library
- The Keybridge development in South Lambeth Road
- The Ovalhouse development in Somerleyton Road - either solely within the Ovalhouse building or within Ovalhouse and the adjacent Carlton Mansions
- The OAKDA gasworks site in Oval
- The Redfearn Centre and 301 Kennington Lane - explored as part of a split site arrangement and as a standalone purpose built facility at 301 Kennington Lane.
- Gracefield Gardens

Of the 6 sites reviewed in more detail, the top locations identified by the consultants were:

- A single site archive in Kennington Lane
- A single site archive in Ovalhouse

- A connected site archive in Ovalhouse and Carlton Mansions
- A single site archive in the Keybridge development – this site has since been withdrawn by the developer

Proposal

Following a review of the options and feedback received from key stakeholders, this report recommends that detailed work is undertaken to relocate the Lambeth Archives Service to 301 Kennington Lane. In order to maximise the potential of the site, we recommend that work is undertaken to look at the following options:

1. As a standalone archive at a redeveloped 301 Kennington Lane
2. As part of a mixed use development at a redeveloped 301 Kennington Lane

This review should also provide clarity about timescales for delivery of these options.

The review will also need to look at whether any interim works are required at Minet during the development of a longer term option on the Kennington Lane site.

The cabinet report also recommends that Libraries and Archives Service work with key stakeholders, including representatives from the Lambeth Local History Forum, other council departments and the National Archives, to produce a business case and development strategy for the service. This strategy should look at the role of the Archives Service and set out whether there is a need to expand and grow the service beyond the current footprint. It should also look at approaches to digitisation and storage of born-digital data, explore options for increasing the visibility and accessibility of the service through partnership, the development of more education and outreach

All completed and signed-off EIAs must be submitted to equalities@lambeth.gov.uk for publication on Lambeth's website. Where possible, please anonymise your EIAs prior to submission (i.e. please remove any references to an officers' name, email and phone number).

activities and explore new ways of generating income. Some of the areas that need to be looked at within the strategy include:

Lambeth's Information Strategy:

The archives service needs to take a more active role in the development of an information strategy for the borough, to assess and identify records that should be kept for permanent preservation as the Council moves towards a more paperless working environment and to promote their role as the record keepers for the Council.

Online access:

The archives service lacks a comprehensive on line catalogue that combines all the local studies and archive catalogues in a single site. As part of the future development of the service, the online presence needs to be improved. Work on this needs to form part of a development strategy for the archive which looks at opportunities to generate income and to market and promote the service to increase its visibility as the record keeper for the council.

A fully functioning and integrated online catalogue should also be a priority, possibly engaging with the London Archives Partnership online catalogue as this scheme has made some progress with neighbouring boroughs involved, but considering all other potential options.

Online access should also form part of an audience development strategy, or a wider set of goals and objectives for the Archives, building on the vision statement and translating into an action plan for service development.

Digitisation and born digital records:

Lambeth Archives needs to be seen as a vital component of Lambeth's Information Governance Framework and have the capacity and support to:

- Contribute to the management of council records in whatever format throughout their life through inputting to guidance of the management of records throughout their life cycle
- Contribute to creating and maintaining metadata standards for records to facilitate assessment and the transfer of any selected for permanent preservation
- Develop the expertise and experience to advice on digital preservation of records through training and participation in appropriate London or national initiatives on digital preservation
- Contribute to the selection of appropriate software for digital preservation by Lambeth Council
- Take an active stance to the collection of born-digital records that come within the terms of Lambeth Archives' collection policy worthy of permanent preservation from council departments, external organisations and individuals
- Receive the support from Lambeth Council's ICT to store permanently-preserved born-digital records, born-digital records taken in from external organisations or individuals that fall within the remit of Lambeth Archives' collection policy and surrogate digital records created by the Archives service.
- Contribute to council-wide training in document management.

Income generation:

The opportunities for generating income from an archives service are relatively small.

The service has a publications scheme, producing and selling its own publications, postcards and maps, as well as others relating to the local area. Some of these are currently available to buy online via the Lambeth Landmark pages.

If the new location includes enough storage space for expansion, space that is not yet filled could be hired out to other archives for storage.

Partnership and joint working:

As part of the development strategy, consideration should be given to increasing the capacity of the archives through more volunteering and sharing of resources.

The Minet Library Building

Pending further discussions on the future of the site and the development of detailed plans for the relocation of the archives, the existing archive service will continue to be delivered from Minet.

It is proposed, that while the Archives remains at 52 Knatchbull Road, the library opens as a self-service facility with trained library staff support for a minimum of two hours a day from the Hubs Library team. The library will occupy half the footprint of the original library. The remaining half of the original library footprint will be occupied by the Home Visit Library, whose staff, alongside the Archives staff, will be able to monitor use of the library, when the Hubs Library team are not present.

The library would be open for the same hours as the Archives: Monday 1pm-8pm, Tuesday 10am-6pm, Wednesday closed, Thursday 10am-6pm, Friday 10am-1pm, Saturday 9am-5pm. Activities delivered would include a weekly Under 5s group and a monthly Reading Group, as well as other library activities, such as the Summer Reading Scheme or digital support. This service, if agreed, would commence from November 2017.

Previous usage data for the Library Service at Minet is as follows:

Data area	2012-13	2013-14	2014-15	% split for 2014-15
Library visits	49,408	48,325	53,685	3.9
Library issues	32,422	30,150	28,094	4
Membership figures		2,311	2,160*	3

* percentage change in membership of -7.0%

The number of peoples network computers (PNC): 8 adult and 3 children = 11 in total

2.0 Analysing your equalities evidence

2.1 Evidence

Any proposed business activity, new policy or strategy, service change, or procurement must be informed by carrying out an assessment of the likely impact that it may have. In this section please include both data and analysis which shows that you understand how this decision is likely to affect residents that fall under the protected characteristics enshrined in law and the local characteristics which we consider to be important in Lambeth (language, health and socio-economic factors).

Protected characteristics and local equality characteristics

Impact analysis

	<p>For each characteristic please indicate the type of impact (i.e. positive, negative, positive and negative, none, or unknown), and: <i>Please explain how you justify your claims around impacts.</i> <i>Please include any data and evidence that you have collected including from surveys, performance data or complaints to support your proposed changes.</i> <i>Please indicate sources of data and the date it relates to/was produced (e.g. ‘Residents Survey, wave 10, April 12’ or ‘Lambeth Business Survey 2012’ etc)</i></p>
<p>Race</p>	<p>Archives: None / Unknown Libraries: positive and negative</p> <p>Lambeth is the 11th most diverse borough in the country². Around 40% of Lambeth’s population is white with a UK background. White people make up 55% of the population. Around 40% of Lambeth residents are White British or Irish, 15% are from other white backgrounds – around 47,000 people. About two thirds of these people are from Europe. 8% are from Central and South America, 4% from North America and the Caribbean, and 8% from Australasia.</p> <p>Black people make up around a third of the population (30.4%). Lambeth’s largest non-white ethnic group is black African (11.5%), followed by black Caribbean (8.8%). Lambeth has a small Asian population compared to many places in London. Only 8.4% of Lambeth residents are from Asian backgrounds (including Chinese), much less than the inner London average.</p> <p>Lambeth’s child population is more diverse than the population as a whole. 25% of people under 20 are from a white British background, compared to 39% of the population as a whole, 14.6% of pupils in Lambeth schools are from a white British background, compared to 24% of Lambeths population aged 5-7.</p>

² State of the Borough Report 2016.

The councils resident survey 2015, indicated that unemployed residents, council tenants, BME residents from the Black and Portuguese communities and Muslim residents are less likely to participate in any activities.

The council does not collect data on the race of residents accessing the archives.

Library usage by ethnic group is:

White	Mixed	Asian	Black	Other
58%	6%	5%	28%	2%

Access to the internet: information from the 2016 residents' survey indicates that fewer than one in ten residents say they do not access the Internet. However, there are some groups of residents where the numbers who are not online is considerably higher, for example 14% of residents from Black Caribbean communities do not have access to the internet.

Pending further discussions on the future of the site and the development of detailed plans for the relocation of the archives, the existing archive service will continue to be delivered from Minet with the library opening as a self-service facility, open at the same time as the archives service, with trained library staff support for a minimum of two hours a day from the Hubs Library team.

Impact: It is not anticipated that the proposal to move the archive service will have a disproportionate impact on the basis of race. As the library service has been closed over the last year, the reopening of the library could have a positive impact in the area, however the library will occupy half the footprint of the original library so there will be limited space available for the public to work from and less regular support available from staff.

	<p>Mitigation</p> <p>The library will continue to offer access to IT. The remaining half of the original library footprint will be occupied by the Home Visit Library, whose staff, alongside the Archives staff, will be able to monitor use of the library, when the Hubs Library team are not present.</p>				
<p>Gender</p>	<p>Archives: None / Unknown Libraries: positive and negative</p> <p>There are roughly equal numbers of male and female residents in the borough – around 157,000 of each.³ Age profiles are similar.</p> <p>The council does not collect data on the gender of residents accessing the archives.</p> <p>Library usage by gender:</p> <table border="1" data-bbox="722 889 1885 971"> <thead> <tr> <th data-bbox="722 889 1299 930">Female</th> <th data-bbox="1299 889 1885 930">Male</th> </tr> </thead> <tbody> <tr> <td data-bbox="722 930 1299 971">58%</td> <td data-bbox="1299 930 1885 971">42%</td> </tr> </tbody> </table> <p>Impact: It is not anticipated that the move of the archives service will have a disproportionate impact on the basis of gender. We recognise that women traditionally tend to use the library service more than men (41% usage by women to 35% usage by men⁴) and libraries are often seen as safe spaces for women. The reopening of the library as a self service facility could have both a positive and negative impact on this group.</p>	Female	Male	58%	42%
Female	Male				
58%	42%				

³ 2014 ONS mid-year estimate.

⁴ Residents Survey 2016

	<p>Mitigation: The Home Visit Library and Archives staff will be in site to monitor use of the library, when the Hubs Library team are not present to ensure this continues to provide a safe, neutral space for study and access to IT.</p>
Gender re-assignment	<p>None / Unknown</p> <p>It is estimated that there are 20 transgender people per 100,000⁵ in the UK, which suggests that roughly 50-60 people in Lambeth are transgender.</p> <p>The council does not collect data on this equality strand for residents accessing the archives.</p> <p>Impact: It is not anticipated that the proposal will have a disproportionate impact on the basis of this equality strand.</p>
Disability	<p>Positive and negative</p> <p>According to the State of the Borough Report (2016) about 37,000 people in Lambeth report that their day to day activities are limited by long-term illness or a disability. About 17,000 limited a lot and 20,000 limited a little.</p> <p>There are 29,000 people of working age in Lambeth who are disabled (census 2011).</p> <p>About 60% of people with a limiting health condition are aged over 50. About 12% of residents aged 50-64 have a limiting condition, as do 27% of 64-74s, 46% of 75-84s and 64% of over 85s.⁶</p>

⁵ State of the Borough Report 2016 (source info: Gender Variance in the UK: Prevalence, Incidence, Growth and Geographic Distribution, Gender Identity Research and Education Society, 2009)

⁶ State of the Borough Report 2016 (2011 Census).

Data from the residents survey (2015) found that 7% of adults classified themselves as having a long-term limiting illness or infirmity and 5% say they have a disability; 2-3% of young people aged 11-19 years classified themselves this way.

Projections by the Development of Health, projecting data from the Health Survey for England⁷ to a borough level suggests that there are 19,000 working age residents who have a moderate or severe physical disability in the borough, and 37,600 who have a common mental disorder.

The council does not collect data on the disability of residents accessing the archives or the library service. Lambeth carried out a survey of 2,446 adult library users in 2013. From the survey information, 14% of users of Minet library classified themselves as having a disability.

Access to the internet: Over one quarter (26%) of disabled residents do not have access to the internet⁸.

Impact: It is anticipated that the proposal to move the archives to Vauxhall will have a positive impact on the basis of disability. The sites are closer to more forms of public transport and there are lifts at Vauxhall and Kennington Underground stations.

Increasing the online access to the catalogue and access to the collection through the provision of digital surrogate records, would also enable more people to access information remotely without having to visit the centre.

The availability of more material online, including born-digital records, oral histories and online catalogues can also provide better access to materials for the visually impaired.

⁷ PANSI & POPPI.

⁸ Residents survey 2016

	<p>Pending further discussions on the future of the site and the development of detailed plans for the relocation of the archives, the existing archive service will continue to be delivered from Minet. This will have a negative impact on users with disabilities as the existing toilet facilities are not accessible.</p> <p>Library users with physical or learning difficulties may be more likely to experience difficulty with using the self-service technology in the library. People who have a visual impairment and who are familiar with the old library layout may be adversely affected by the changes to the layout of the new space. Both of these groups may feel more vulnerable accessing services in an unstaffed library facility.</p> <p>Mitigation</p> <p>There is a disabled toilet on the ground floor of the Minet Library building that was installed but has never worked properly. Action will be taken to look into getting this toilet working for the duration of the Archives remaining time at Minet.</p> <p>The Home Visit Library staff, who visit vulnerable residents on a regular basis, and the Archives staff will be on site to monitor use of the library when the Hubs Library team are not present, to ensure this continues to provide a safe, neutral space for study and access to IT.</p>
Age	<p>Positive</p> <p>As with many London Boroughs Lambeth has a relatively young age profile – the median age is 32.4 years⁹. This is due to the high numbers of working age residents rather than a high number of children or teenagers.</p>

⁹ State of the Borough Report 2016.

About a 5th (21%) of Lambeth’s population is aged 20 or under, around 68,000 people. Lambeth is in the bottom ten boroughs in London for this age group, and in the bottom five for people aged 15 to 19 (5.6%). Over half of the population, 51%, is aged between 20 and 44, around 163,000 people, and almost a third (28%) are aged 25-34. Lambeth is the top ten London boroughs for people aged 20 to 24 (7%), and the top five for people aged 25 to 29 (15.3%) and 30 to 34 (12.9%).

Less than a 5th of the population (17%) is aged between 45 and 64, around 62,000 people. Four fifths of older working age people are under 60. Only 3% are aged 60 to 64, which is in the bottom five boroughs in London.

Less than a 10th (7.7%) of the population is aged 65 or over, 24,762 people. About half of older people are aged 65-74. Lambeth is in the bottom five boroughs in London in older age categories.¹⁰

The borough’s population is projected to grow by just over 1% per year for the next 5 years, and by 1% or just under in the 5 years after that. The borough will continue to have a majority of young working age people (20-44). There is projected to be decrease in people aged 15-29 and an increase in the proportion of people aged 55-64.

The council does not collect data on the age of residents accessing the archives. For the period April 2016 to February 2017, there were 93 visitors who came to the archives for educational purposes; either from school, university or college.

Minet library membership figures broken down by age group as at July 2015 were:

0-4 yrs	5-11 yrs	12-15 yrs	16-17	Over 18	Over 60
354	398	145	56	1,039	88

¹⁰ State of the Borough Report 2016.

	<p>Access to the internet: Although fewer than one in ten residents say they do not access the Internet, there are some groups of residents where the numbers who are not online is considerably higher, rising to over half of retired (53%) and older (aged 65 and over) residents (52%)¹¹.</p> <p>Impact: It is anticipated that the proposal to move the archives to Vauxhall with additional space for education and exhibition activity will have a positive impact on the people of different ages.</p> <p>The proposed development strategy which will look at opportunities for delivering education and outreach programmes along with an improved facility that can provide education and workshop space, and more online research material will help more people of all ages engage with the archives and learn about local history. More readily available online information, including family information and house histories, would also provide more opportunities for home research.</p> <p>We know that children and young people make extensive use of libraries particularly after school. The re-opening of the library is anticipated to have a positive impact on this equality strand by providing renewed access to a neutral safe space for study locally.</p>
Sexual orientation	<p>None / Unknown</p> <p>Regional data suggests that around 3.5% of people in London are Lesbian, Gay, Bisexual and Transgender (LGBT). Recent health estimates suggest that Lambeth has one of the</p>

¹¹ Residents Survey 2016

	<p>largest populations of gay men in the UK¹². 4% of respondents to the Lambeth Resident's Survey identified themselves as lesbian, gay or bisexual.</p> <p>The council does not collect data on the sexual orientation of residents accessing the archives.</p> <p>Impact: It is not anticipated that the proposal will have a disproportionate impact on the basis of sexual orientation. Book stock in the library will be planned and managed by the library service to reflect local need and culture.</p>
<p>Religion and belief</p>	<p>None / Unknown</p> <p>Over 60% of Lambeth residents have a religion or 28% have no religion¹³. Christians (53%) and Muslims (7%) are the largest group of residents by religion. Over a quarter of residents have no religion. These are overwhelmingly white British (60%); white other (15%) and 9% of mixed ethnic groups.</p> <p>The councils resident survey 2015, indicated that unemployed residents, council tenants, BME residents from the Black and Portuguese communities and Muslim residents are less likely to participate.</p> <p>The council does not collect data on the religion or belief of residents accessing the archives.</p> <p>Impact: It is not anticipated that the proposal will have a disproportionate impact on the basis of religion or belief. The re-opened library will provide a safe space for study for</p>

¹² State of the Borough Report 2016 (Men who have sex with men: estimating the size of at-risk populations in London primary care trusts, Health Protection Agency (HPA), 2010)

¹³ State of the Borough Report 2016 (2011 Census).

	<p>people of all faiths. Book stock in the library will be planned and managed by the library service to reflect local need and culture.</p>
Pregnancy and maternity	<p>None / Unknown</p> <p>There are between 4-5,000 births in Lambeth every year. Between 2-3% of respondents to Lambeth's Residents' Survey are currently pregnant or on maternity leave, suggesting that at any one time, there are between 6,000 and 9,000 Lambeth residents pregnant or on maternity leave¹⁴.</p> <p>The council does not collect data on the pregnancy or maternity status of residents accessing the archives.</p> <p>Impact: It is not anticipated that the proposal will have a disproportionate impact on the basis of pregnancy or maternity.</p>
Marriage and civil partnership	<p>None / Unknown</p> <p>The council does not collect data on the marital status of residents accessing the archives.</p> <p>Impact: It is not anticipated that the proposal will have a disproportionate impact on the basis of marriage or civil partnership.</p>
Socio-economic factors	<p>Positive and negative</p> <p>Lambeth as the 22nd most deprived district in England and the 8th most deprived in London. This is an improvement in deprivation compared to England as a whole, although more of the borough is in the 10% of most deprived nationally than 5 years ago.</p>

¹⁴ State of the Borough Report 2016

Overall, it is not amongst the most deprived boroughs. Deprivation has a number of characteristics; the borough is especially deprived in terms of income affecting older people, crime, barriers to housing and services, and the outdoor living environment. Brixton is the most deprived town centre, although all parts of the borough have areas of deprivation.¹⁵

Like many London boroughs, Lambeth has areas of affluence and areas of poverty, often side by side. None of Lambeth's 21 residential wards are in the 10% poorest in London and Clapham Common ward is in the 10% most affluent. Although the borough as a whole is becoming less deprived, there is a persistent pool of economically inactive people with little mobility and this group tends to experience high levels of social exclusion and poor education, employment and health outcomes.

Those living in the most deprived areas are spread throughout the borough but are particularly concentrated in Coldharbour and Vassall wards.¹⁶ Access to free school meals is a local indicator of economic disadvantage. The largest concentration of children accessing free schools meals are in Coldharbour and Tulse Hill wards with hot spots in Vassall, Streatham Wells, Thornton and Thurlow park.

The council does not collect data on the socio economic factor relating to residents accessing the archives. For the period April 2016 to February 2017, there were 93 visitors who came to the archives for educational purposes; either from school, university or college.

Access to the internet: The councils resident survey 2016, indicated that residents that are not in a job or training (29%) do not have access to the internet

¹⁵ State of the Borough Report 2016.

¹⁶ Lambeth Public Health Report 2016.

Impact: It is anticipated that the proposal to move the archives to Vauxhall with education and exhibition space will have a positive impact on socio economic factors.

The proposed development strategy which will look at opportunities for delivering education and outreach programmes and an improved facility that can provide education and workshop space, and more online research material will help people of all economic backgrounds to engage with the archives and learn about local history.

The location is also more accessible for most areas of the borough, being close to rail, tube and bus routes.

It is estimated that 5.4% of adults aged 16-64 in Lambeth have entry level or below literacy. The credible intervals for this estimate are 4.1 and 6.1% at the 95 per cent level. This means that while the estimate is 5.4%, there is a 95% likelihood that the actual value is somewhere between 4.1 and 6.1%.¹⁷ Wards that are above the Lambeth average are: Vassall, Tulse Hill, Prince's, Stockwell, Coldharbour, Princes, Bishops, Gipsy Hill and Larkhall.

Library users with no or limited ICT or literacy skills that rely on library staff for support may be adversely impacted on by the introduction of a self-service library facility

Mitigation

The Home Visit Library staff and Archives staff will be on site to monitor use of the library when the Hubs Library team are not present to ensure this continues to provide a safe, neutral space for study and access to IT.

¹⁷ Department for Business and Skills: Skills for life survey: 2009 all skills level estimate (published Dec 2012).

	<p>The reduced travel costs from an open facility closer to home could also have a more positive impact on some.</p>
<p>Language</p>	<p>None / Unknown</p> <p>Approximately 150 different languages are spoken by families in the borough¹⁸. Around 17,000 people (6% of the population) speak a main language other than English (mostly EU and African languages). The most common languages after English being Portuguese (7% of pupils), Spanish (5%), Somali (4.5%), French (3.7%), Yoruba (3.4%), Akan/Twi-Fante (2.7%), Polish (2.6%) and Arabic (2.5%) and Bengali (1.6%).</p> <p>There are 3,587 people who live in Lambeth who where born in the UK but whose main language is not English, 1.2% of all usual residents aged 3 and over. Of these, 86% can speak English well or very well (735 and 2,347 respectively). 348 cannot speak English well (9.7%) and 157 cannot speak English (4.4%).</p> <p>The council does not collect data on the language of residents accessing the archives.</p> <p>Impact: It is not anticipated that the proposal will have a disproportionate impact on the basis of language. Book stock in the library will be planned and managed by the library service to reflect local need and culture.</p>
<p>Health</p>	<p>Positive</p> <p>Over 85% of people in Lambeth say they are in good or very good health, almost half (53%) in very good health. There are around 14,000 people who are in bad or very bad health, just under 5% of the population. Approximately one in four Lambeth households</p>

¹⁸ State of the Borough Report 2016 (2011 Census).

has someone with a long term illness or disability. Around 20,500 people provide unpaid care to someone else, just under 7%.¹⁹

Healthy life expectancy for men in Lambeth is 1.6 years lower than the London average and 0.6 years lower for women²⁰.

At any one time, 16.2% of the adult population (age 16 & over) may have a common mental disorder (CMD), such as depression, anxiety, panic disorder, phobias, obsessive compulsive disorders and eating disorders²¹. This is about 51,000 people in Lambeth (based on the GP registered population).

11% of children aged 4-5 and 27.2% of Year 6 children are recorded as obese.²²

Residents who are more likely to rate their mental wellbeing as bad or very bad include those who are renting from a housing association (10%) or are home makers (10%), living on benefits (9%), who are carers (8%), or aged 55 to 64 (8%) and those who are not in work or training (7%).²³

The council does not collect data on the health of residents accessing the archives. During the period April 2016 to February 2017, there were 934 visitors to the archives to research local, house and family history.

Impact: It is anticipated that the proposal to move the archives to Vauxhall with education and exhibition space will have a positive impact on people's health.

¹⁹ State of the Borough Report 2016

²⁰ State of the Borough Report 2016

²¹ Public Health Report 2014

²² State of the Borough Report 2016

²³ Lambeth Resident's survey 2015

	<p>The proposed development strategy which will look at opportunities for delivering education and outreach programmes with improved archive space and more online research material will help people experiencing mental ill-health to engage with the archives and learn about local history. In addition to participating in positive activities, having access to family information can also help improve well-being.</p> <p>The re-opened library is anticipated to have a positive impact on health by providing a safe space for study and access to IT.</p>
<p>2.2 Gaps in evidence base <i>What gaps in information have you identified from your analysis? In your response please identify areas where more information is required and how you intend to fill in the gaps. If you are unable to fill in the gaps please state this clearly with justification.</i></p>	<p>The archives is a very specific type of service that the public mainly access for research purposes. Monitoring visitor numbers is generally focused on what is being researched rather than on the person accessing the service.</p> <p>No data is collected for the separate equality strands as it is not deemed relevant to the delivery of the service.</p> <p>To purposely try to attract more diverse audiences new collecting policies would be needed and specific projects developed to encourage this.</p> <p>Collecting data on the ethnicity and ages of visitors to the service will be looked at as part of the development strategy for the service.</p>
<p>3.0 Consultation, Involvement and Coproduction</p>	
<p>3.1 Coproduction, involvement and consultation <i>Who are your key stakeholders and how have you consulted, coproduced or involved them? What difference did this make?</i></p>	<p>Key Stakeholders include:</p> <ul style="list-style-type: none"> • Cabinet Member • Lambeth Councillors • Third Sector organisations/ charities • Lambeth Staff • Community Groups • Volunteer-led Lambeth Local History Forum, Historical and Local Amenity Societies • Volunteer-led Friends of Lambeth Libraries

- Local residents
- Regional, National and International visitors.
- National Archive

Consultation and public engagement:

From May to August 2016 the consultants carried out a range of consultations with groups and individuals, including an online survey. Questions varied according to the audiences but were generally relating to the current service, suggestions for improvement and development, access to the collections and location. Below we summarise the outcomes and highlight key points made.

1. Online survey results

An online survey from mid-June until the end of August. The survey was publicised through the Lambeth Archives and libraries networks, including the Lambeth Local History Forum, and was featured in the Heritage Festival brochure. 180 responses were received. A paper version was produced for the Lambeth Country Show - 40 responses were received.

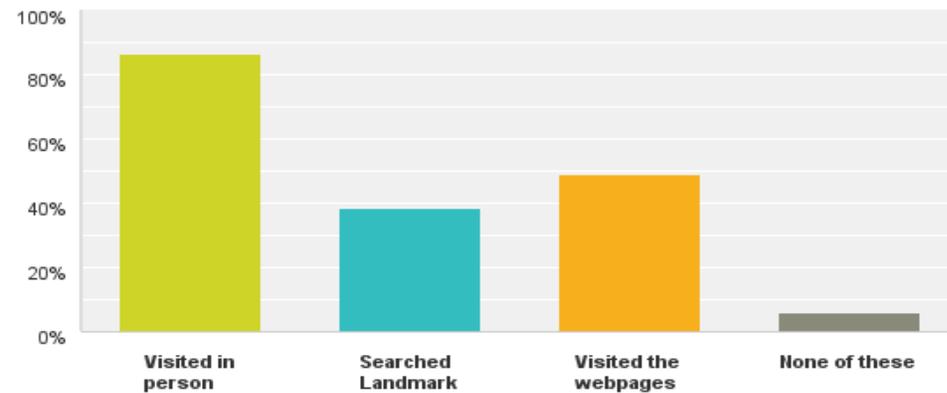
We asked:

- Whether they had ever visited Lambeth Archives and in what way (personal, online)
- If they had visited, what had they done?
- If they had never visited, why not?
- What would make them more likely to visit?
- What is the most important thing for Lambeth Archives to do to improve its service offer?
- What is the best location for Lambeth Archives?
- Age, gender, ethnicity, disability and postcode

Participants were asked to leave their contact details if they were interested in being involved in a second round of consultation.

Q1 Have you ever visited Lambeth Archives? ? Please select all that apply

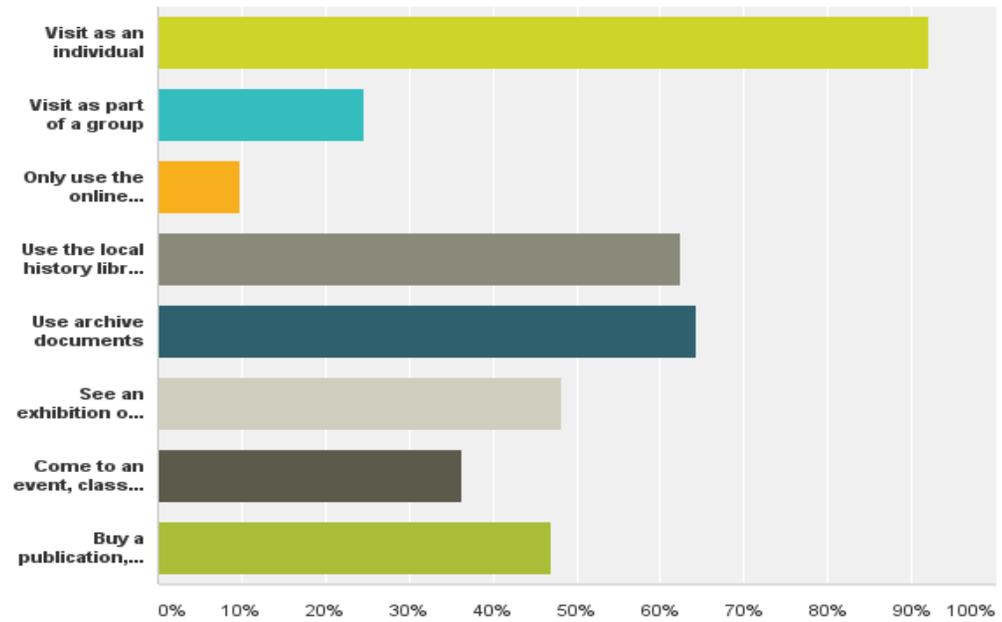
Answered: 176 Skipped: 4



- Only 6% of people who filled in the survey had never interacted with Lambeth Archives at all. 85% had visited in person;
- 91% had visited on their own;

Q2 When you visited Lambeth Archives did you: Please select all that apply

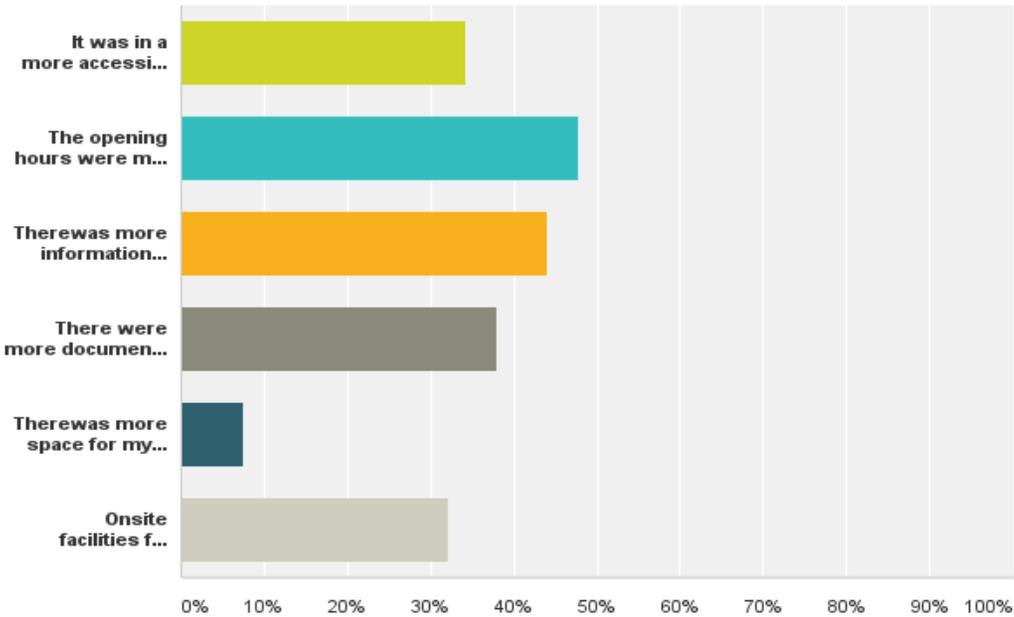
Answered: 162 Skipped: 18



- Only 26 people had never visited in person, probably too small a number for any meaningful conclusion as to why not;

**Q4 I would use Lambeth Archives more if:
Please select all that apply**

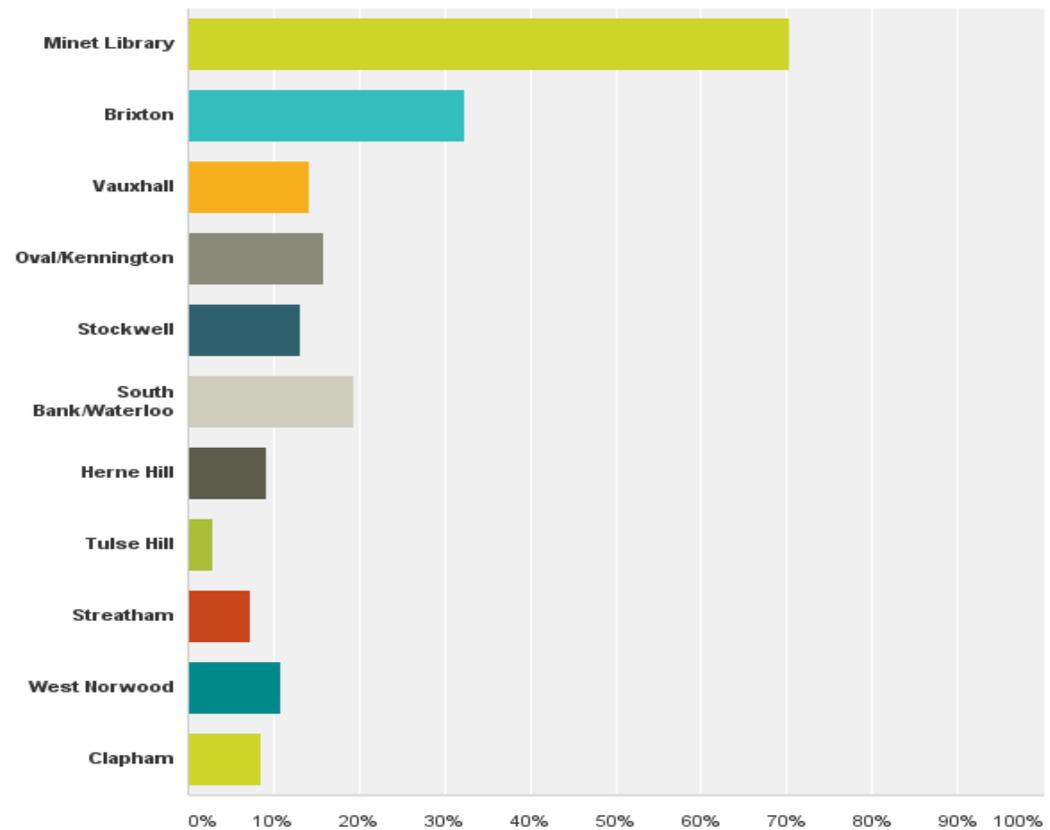
Answered: 134 Skipped: 46



- Extending opening hours was the top reason to make people more likely to use the archives, with more online information second. 34% cited the need for a more accessible location;
- Again, more online information and content were the most popular ways that the service could improve;

Q6 What is the best location for Lambeth Archives for you? Please select all that apply

Answered: 176 Skipped: 4



- When it came to preferable location, the majority wanted the archives to stay at Minet Library. Next preferences were Brixton and the South Bank/Waterloo.

- However, it has to be noted that our postcode analysis of the survey showed that 65% of the respondents lived in the areas close to Minet Library²⁴. For instance, 82% of those who lived in SE5 preferred the archives to stay at Minet Library. It could be argued therefore that the responses were skewed.
- Of those respondents who did not live close to Minet Library, there was no consensus of opinion; although Brixton was mentioned frequently, individual responses tended to include suggestions for a number of locations.
- The age range of the participants was overwhelmingly over 50 (64%), 38% were over 60. Only 2.2% were under 30. This is wildly at odds with the borough profile, where only 20.6 % of residents are aged 50 or above.
- Out of the 148 people who stated their ethnicity, 77% were white British, 8% black British and 5% mixed race;
- Only 15 people considered themselves to have a disability; and
- 77 people left their details so that they could be included in the second round of the consultation.

2. Groups and societies

A session with the Lambeth Local History Forum gave representatives of local societies the opportunity to put forward their views on the location of the service and what they wanted to come out of the options appraisal. Key points arising from the meeting were:

- Co-location with Black Cultural Archives wasn't feasible.
- There is a need to clarify the future of Minet Library.
- There was a difference of opinion on the Minet library as a location – the friends of Minet preference was for the archives to remain at Minet while other groups thought it would benefit from moving to a more accessible location.
- Preferred locations were Brixton and the north of the borough; locations close to good public transport.

²⁴ SE5, SW9 and SE24

- Other factors considered important include better visitor facilities, public toilets, improved online catalogues and storage of digital records.

3. Staff

Work with Lambeth Council staff focused on three areas:

- developing a short list of potential premises with the intention of obtaining plans, establishing the existence of other interests and then setting up site visits
- working with Lambeth Archives managers and staff to obtain background information, identify what proportion of the collections could be stored offsite in the event that should the best option be a site other than Minet with insufficient storage space for all the collections, an additional store could be identified and costed.
- Consulting with Lambeth archives staff on the current service and its future, a process that ran throughout the options appraisal

In terms of location, staff expressed a wish for:

- A building where the council owned the freehold
- A town centre location close to public transport

4. Councillors

Key points arising from meetings with Councillors were:

- The Minet building has insufficient space, poor quality storage, lacks display space and is in the wrong location in Lambeth.
- There is a need to raise the profile of the service and its role as a record keeper and the importance of the archives linking to the corporate vision and objectives.
- There was also an interest in potential for partnerships: both London-wide and locally, particularly in projects on intergenerational contact, and support for employment aims.

	<p>Testing the options</p> <p>The findings of the options appraisal report were presented to key stakeholders, including archives staff and members of the Lambeth Local History Forum at a meeting on the 24 July.</p> <p>Copies of the report were then circulated to the local history societies, the National Archives, Ovalhouse and 77 other interested parties (who had completed the first survey and expressed an interest in being involved in subsequent stages) following the meeting, with a deadline of 18 August for feedback.</p> <p>32 responses were received in total commenting on all aspects of the report, including preferred locations and areas for focus and development. Respondents also commented on the quality of the report, seeing this as a thoughtful and thorough piece of work produced by knowledgeable and well-respected archive experts. They also endorsed the quality of the archives service and the staff and recognised the need to develop better access to collections, including education and outreach.</p> <p>There was some difference of opinion on preferred locations, however the majority consensus was for a single site archive in a purpose built facility on Kennington Lane.</p>
<p>3.2 Gaps in coproduction, consultation and involvement</p> <p><i>What gaps in consultation and involvement and coproduction have you identified (set out any gaps as they relate to specific equality groups)? Please describe where more consultation, involvement and/or coproduction is required and set out how you intend to undertake it. If you</i></p>	<p>Most people who responded to the survey and took part in consultations meetings are already interested in or engaged with the archives service, or live in the vicinity of the Minet building.</p> <p>The age range of participants in the survey were mostly over 50 with only 2.2% of respondees being under 30. This is at odds with the current population profile which represents a gap in engagement with younger people.</p>

<p><i>do not intend to undertake it, please set out your justification.</i></p>	
<p>4.0 Conclusions, justification and action</p>	
<p>4.1 Conclusions and justification <i>What are the main conclusions of this EIA? What, if any, disproportionate negative or positive equality impacts did you identify at 2.1? On what grounds do you justify them and how will they be mitigated?</i></p>	<p>The current service is underused because of its location and online access. If it was moved to a more accessible venue and online provision was improved the service has the potential to reach a wide range of users and for variety of different purposes, including:</p> <ul style="list-style-type: none"> • Research for leisure purposes – family and house history are the most predominant; • Academic research and educational use – teachers, lecturers, U3A, students of all ages; • People researching sensitive personal issues, such as adoption; • Business research, for example location of drains, property boundaries; • Media enquiries e.g. picture research for television; • Council officers searching council records; and • Depositors looking at their own records. <p>Physical usage of Lambeth Archives is currently dominated by people living in the immediate vicinity and therefore it follows that the service would attract a wider range of users were it to be in a more accessible location. We recognise, however, that some categories of users will visit the archives wherever it is located. What is lacking is the more casual, incidental use that comes from a town centre presence, particularly for leisure and educational purposes.</p> <p>Going forward it is important that the Archives has a better online catalogue and a strong digital presence. Promotion of the service, the collections and events can be improved on</p>

	<p>a global scale through channels such as social media, blogging, online exhibitions and educational resources. Additionally, underused but significant collections could reach a much wider audience online.</p> <p>Given the level of reductions in public sector funding, there is a need to move the archives from it's current the Minet Library building and alternative options for delivering the service need to be explored. The proposals overall are intended to have as positive an impact as possible given the context of reduced resources.</p>
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4.2 Equality Action plan

Please list the equality issue/s identified through the evidence and the mitigating action to be taken. Please also detail the date when the action will be taken and the name and job title of the responsible officer.

Equality Issue	Mitigating actions
Collecting information on the race of visitors accessing the service going forwards	The possibility of collecting data on the race of visitors to the archives will be looked at as part of the next phase of work for this project. Which will include the delivery of a development strategy for the service that will also look at developing projects to encourage more diverse audiences.
Collecting information on the age of visitors accessing the service going forwards	The possibility of collecting data on the ages of visitors to the archives will be looked at as part of the next phase of work for this project. Which will include the delivery of a development strategy for the service that will look at developing more participatory projects and learning activities, and at increasing online provision and access.
Addressing disability issues for the interim service at Minet	<ul style="list-style-type: none"> • There is a disabled toilet on the ground floor of the Minet Library building that has never worked properly. As part of the interim period, action will be taken to look at getting this toilet working. • The Home Visit Library staff, who visit vulnerable residents on a regular basis, and the Archives staff will be on site to monitor use of the library when the Hubs Library team are not present, to ensure this continues to provide a safe, neutral space for study and access to IT.

Socio-economic – support for people who have limited IT or literacy skills.	The Home Visit Library staff and Archives staff will be on site to monitor use of the library when the Hubs Library team are not present to ensure this continues to provide a safe, neutral space for study and access to IT.
5.0 Publishing your results	
The results of your EIA must be published. Once the business activity has been implemented the EIA must be periodically reviewed to ensure your decision/change had the anticipated impact and the actions set out at 4.2 are still appropriate.	
EIA publishing date	
EIA review date	
Assessment sign off (name/job title):	