

Equality Impact Assessment Form

Relocating Bromley Museum exhibitions to Central Library

EQUALITY IMPACT ASSESSMENT FORM

Relocating Bromley Museum Exhibitions to Central Library

Stage 1 – screening to establish if the function has any relevance to any equality issue and/or monitored group i.e.

- Could the function affect one or more equality group in a different way to another group?
- Establish whether different equality groups have different needs
- Establish whether the function contributes to or hinders equality of opportunity

1a	<p>Please give a brief description of the function and its purpose*</p> <p>Background</p> <p>Bromley Museum is the Council's primary heritage offer. Currently the museum at the Orpington Priory site is open Monday to Friday and alternate Saturdays, receiving up to 19,000 visits each year. The museum is responsible for a collection of almost 20,000 artefacts including the nationally significant Lubbock collection for which the Council has a commitment to provide public access to.</p> <p>In addition to the Priory building, the Council is responsible for the Roman bath house on Poverest Road. The Priory is Grade 2* listed and the oldest building in the borough. It is nationally significant with an eminent important history starting in the year 1290.</p> <p>Public consultation on the future of the museum was undertaken between 2009 and 2015. In 2013 extensive public consultation was undertaken both to inform the development of the Heritage Lottery Fund museum bid which was later withdrawn, and also to assess the quality of the existing museum. Public responses reinforced the opinion that the Priory in its current condition is not a suitable venue for the museum due to its limited accessibility and lack of facilities. Bromley Council's recent 'Our Budget Your Views' survey has shown the museum service to be the lowest priority in the context of all other culture, leisure, arts and sports services the council provides. Therefore it is timely now to consider a new approach to providing an improved quality heritage offer for Bromley residents.</p> <p>The business planning work carried out as part of the HLF bid showed that even if the Priory was refurbished and additional income streams created such as a café, the revenue costs of managing and maintaining the museum at the Priory cannot be covered, which is why the building disposal option has been proposed.</p> <p>The purpose of the change</p> <p>Due to continuing financial constraints that Bromley Council faces, the Museum Service has been identified as a budget cut for 2015/16 in the 14 January 2015 Executive Committee report, as part of the £60 million savings that are required to be made within the next four years. The Council does not have provision in its revenue budget to maintain and conserve the Priory building and maintain the current Museum service</p> <p>Description of proposed relocation of Bromley Museum exhibitions to Central Library</p> <ul style="list-style-type: none">• This EIA addresses the proposals outlined in the 'Bromley Museum, and Priory Orpington' report for consideration by Members of the Executive on 10 June 2015. The proposed new approach as set out in the report is as follows the Priory is declared surplus to operational requirements with effect from 1st October 2015.• The Executive comments on the outcome of the consultation with staff, trade unions and departmental representatives at the 10th June 2015 meeting of the Executive, and that subject to any issues that may have arisen during consultation endorses the proposal to close the museum service• The Executive approve the allocation of £395k from capital receipts for the relocation of exhibitions and associated activity following the closure of the museum, and to add the scheme to the capital programme.
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	<p>Under this proposal the current Priory museum site would close and new museum exhibitions would be created at Bromley Central Library where they can be accessed more easily by residents across the borough as a whole not just those from the local area. Additionally service users would benefit from the public facilities and resources available at the Central Library. Three spaces have been identified as suitable for museum exhibitions. One of these spaces would be dedicated to the Lubbock collection, a nationally important collection which the Council is committed to keeping on public display. The second space would be utilised to exhibit star objects from the local history collection. The third space would be a temporary exhibition space. The Central Library currently receives 200,000 visitors each year, approximately ten times more than the museum and is open 52 hours per week. Moving the museum exhibitions to the library will complement the local studies and archive service located there which is provided by the Shared Library Service-Bromley and Bexley. A design scheme has been developed for two high quality permanent exhibitions in Central Library . If the new approach to the Museum service is approved, the current collection of almost 20,000 objects will need to be rationalised, following the Museum Associations code of ethics and in conjunction with Arts Council England policy. After rationalisation is complete the remaining collections not on display will be stored at the current environmentally controlled storage facility in the Parks Depot building in Priory Gardens,</p> <p><i>*Function can mean process, service, policy or project</i></p>		
1b	<p>How would you classify the function type?</p> <p><input type="checkbox"/> The service is provided on the basis of an application and /or targeted then go to question 1c</p> <p><input checked="" type="checkbox"/> The service is open to all go to question 1d</p>		
1c	<p>Is the function accessible for all groups? Either tick the box 'Accessible to all groups' and provide <u>relevant evidence</u> OR tick the box for each group to whom the function is <u>not accessible</u> or for whom there may be needs or considerations to accommodate.</p> <table border="1" data-bbox="204 1193 1433 1601"> <tr> <td data-bbox="204 1193 839 1601"> <input type="checkbox"/> *Accessible for all groups <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage & civil partnership </td> <td data-bbox="839 1193 1433 1601"> <input type="checkbox"/> Pregnancy & maternity <input type="checkbox"/> Race <input type="checkbox"/> Religion & belief <input type="checkbox"/> Transgender or Transsexual Sexual orientation </td> </tr> </table>	<input type="checkbox"/> *Accessible for all groups <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity <input type="checkbox"/> Race <input type="checkbox"/> Religion & belief <input type="checkbox"/> Transgender or Transsexual Sexual orientation
<input type="checkbox"/> *Accessible for all groups <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity <input type="checkbox"/> Race <input type="checkbox"/> Religion & belief <input type="checkbox"/> Transgender or Transsexual Sexual orientation		
1d	<p>Is it likely that there will be a negative impact on one or more of the equality groups, or is it clear at this stage that it will be equality neutral? (No negative impact on the groups) Please tick in the box equality neutral OR tick the box for the group(s) that will suffer a negative impact. If you have ticked the box 'equality neutral' please provide evidence.</p> <table border="1" data-bbox="204 1776 1433 2078"> <tr> <td data-bbox="204 1776 839 2078"> <input type="checkbox"/> Equality neutral <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input type="checkbox"/> Gender </td> <td data-bbox="839 1776 1433 2078"> <input checked="" type="checkbox"/> Pregnancy & maternity <input type="checkbox"/> Race <input type="checkbox"/> Religion & belief <input type="checkbox"/> Transgender or Transsexual </td> </tr> </table>	<input type="checkbox"/> Equality neutral <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input type="checkbox"/> Gender	<input checked="" type="checkbox"/> Pregnancy & maternity <input type="checkbox"/> Race <input type="checkbox"/> Religion & belief <input type="checkbox"/> Transgender or Transsexual
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<input type="checkbox"/> Marriage & civil partnership	Sexual orientation
If you consider that the impact is Equality Neutral then go to question 1h Otherwise go to question 1e	

1e	<p>What are the negative impacts associated with this function? Please list and give details then go to question 1f</p> <p>The negative functions associated with relocating Bromley Museum exhibitions to Central Library are listed below</p> <ul style="list-style-type: none"> • Reduction in service - The closure of the Museum at the Priory would lead to a reduced service in the form of two permanent exhibitions, one temporary exhibition facility and digital catalogue. • Distance - Those living in close proximity to the Priory museum site would need to travel further to reach the new exhibitions at the Central Library as is currently the case for other residents of the borough. • Education – there will no longer be a dedicated Museum Officer delivering a museum education programme. This will also reduce volunteering opportunities within this area of museum work. • Curatorial – there will no longer be a dedicated Curator delivering talks and enabling collections access.
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1f	<p>Are there positive impacts associated with this function? If yes, please list and give details.</p> <p>The positive impacts associated with the proposals are listed below</p> <ul style="list-style-type: none"> • Location-There is currently no Museum provision in Bromley Town Centre which has good transport links and is easily accessible to other areas in the borough • Accessibility-Placing the exhibitions in the Central Library will give wider access to the museum collections due to the extended opening hours including Saturday opening and one late night. There is a lift at Central Library allowing easy access to the exhibitions to all. Currently at the Priory only the entrance hall is accessible to wheelchair users. • Partnership working-Moving the museum exhibitions to within the library will complement the local studies and archive service located there, giving museum users access to the wide range of LSAC services including the knowledge and expertise of staff • Achieve required level of savings-A new approach would provide improved quality heritage offer for residents without a significant ongoing revenue requirement • New volunteering opportunities- Volunteering opportunities are available at LSAC housed within the Central Library building .This proposal will utilise more fully the skills of those volunteering, enabling them to share their skills and expertise and actively participate in the promotion and delivery of the new museum exhibitions benefiting their health and wellbeing and increasing their social inclusion • Improved Facilities- Recent survey findings show that residents consider the current museum service to be weak, but want to have access to related learning and participation opportunities. Relocating exhibitions to Central Library would enable
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	<p>this. The proposed design scheme is for two high quality new museum exhibitions at Central Library. These exhibitions will benefit from quality interpretation and associated online learning material provided.</p> <ul style="list-style-type: none"> • Improved Public access-Equipment for a travelling exhibition facility and improved community exhibition space. • Raised awareness of borough heritage offer-To increase residents access to heritage and cultural activity across the borough further, it is proposed that a guide is created to promote the borough's local interest societies and heritage visitor attractions, to raise awareness among more residents that this offer exists • Digitisation of collection catalogue-The new approach would enable improved public access to the rationalised collection, as it is proposed that the collection catalogue be digitised.
1g	<p><i>At this stage, what plans could be built in to address any negative impacts, and/or to add measures which promote a positive impact, or could you consider an alternative approach which may better achieve the promotion of equality?</i></p> <p>This approach has been proposed, not only to save money but also to increase access to high quality of the museum exhibitions .Both the draft Budget and update on Council's financial strategy being considered by the Executive recommends that the Bromley museum service budget be cut. The Bromley museum service provided at the Priory site has been previously identified in 2013 consultation as unsatisfactory and not providing good value for money at the calculated cost of £8 per resident.</p> <p>Plans are already being built in to address any negative impacts of the closure and preserve the quality of the Council's heritage offer by the creation of the exhibitions at the Central Library. Due regard has been and will continue to be taken of any negative impacts resulting from the 2009 - 2015 consultation. Currently due to its Orpington location, the service is more easily accessible to those residents living within this vicinity, the Central location of the proposed museum exhibitions would promote a positive impact for all groups wishing to access the museum exhibitions.</p> <p>No statutory minimum level of provision exists in respect of museums, therefore the proposal to provide museum exhibitions at the Central Library following the proposed closure of the museum will address the negative impact by the continued provision of fully accessible alternative museum and heritage offer for all including those representative of the 9 equalities groups</p>
1h	<p>The Council has a responsibility to promote positive attitudes to equal opportunities in public life. Has this responsibility been discharged in the application of this function? If yes give examples.</p> <p>The responsibility of the council to promote positive attitudes to equal opportunities has been discharged in the application of this function. Examples of this are detailed below During a previous consultation process in 2013 for the HLF bid , twelve current or potential audiences were identified and consulted . The 12 groups are listed below</p> <ul style="list-style-type: none"> • Schools • Community Groups • Families • Disabled people • BME groups • Local residents(within 1 mile of Priory site)

	<ul style="list-style-type: none"> • Local businesses • Deprived areas • Older people • Young people • Heritage and arts organisations • Museum staff and volunteers <p>Therefore the 9 equalities groups were well represented in this consultation process their views and opinions on the current Museum Service at that point in time were actively sought. Additionally stakeholders who had previously engaged in previous consultation were consulted again recently regarding the proposed move of the exhibitions to Central Library.</p> <p>The previous comments and feedback from the 9 equalities groups has been used to inform the current proposal to install new museum exhibitions at Bromley Central Library extending access to the new collections, Additionally it will offer improved facilities and disabled access in a Central location and allow users to benefit from the combined Central Library facilities and new exhibitions spaces, extending the range of services currently used by the equalities groups. An improved location will also benefit groups including the elderly, disabled, pregnant women and those with young children who currently do not visit the Priory museum site due to access issues related to the current location. This will support combating social inclusion in communities.</p>
1i	<p><i>Are there any Human Rights Issues? If so what are they?</i></p> <p>The implications of this proposal have been assessed using the flow chart in “Human rights: human lives: A handbook for public authorities” Department for constitutional affairs. This proposal does not interfere with human rights.</p>
1j	<p><i>Is a full impact assessment required?</i></p> <p><input checked="" type="checkbox"/> YES – If you have established that there may not be equality of opportunity in 1c or assessed that there would be negative impact on an equality group in 1 d go to Stage 2</p> <p><input type="checkbox"/> NO - please sign off the process (stage 3) and fill in any actions identified, if any in the action plan.</p> <p><input type="checkbox"/> Don't know. i.e. not enough evidence. Please go to stage 2.</p>
Stage 2 – full impact assessment	
2a	<p>Does the function affect or impact on the public, whether directly or indirectly?</p> <p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Don't know</p>
	<p><i>Provide any relevant information here.</i></p> <p>The proposed changes to the Museum Service will indirectly impact on all Bromley residents.</p> <p>Council staff and volunteers involved with the Museum Service and current users of the Service, including schools, will be directly affected. Up to 19,000 people visited the museum in the last year</p> <p>Bromley has a population of 309,392 compared to the London borough average of 247,695. and is the largest London by area, but the least densely populated. Whilst Bromley is ranked as the fourth least deprived borough in London, the most deprived wards in Bromley are Crystal Palace, Cray Valley West, Mottingham, Chislehurst North, Cray Valley East and Penge and Cator. The biggest direct impact will be on those living within the Orpington area. Priory museum falls within Orpington ward. The population for this ward is 15,311 which represents just 4.94% of the population of Bromley.</p> <p>The characteristics of the borough's population has been analysed to ensure that</p>

consideration has been given to the needs of the 9 equalities groups who use or could potentially use the facilities at the Priory Museum site.

Age

Bromley has an ageing population profile, with the highest number of over 65s than any London borough , while 13.4% of the population are aged under 16. Museum consultation data reveals that the highest proportion of visitors to Bromley museum were aged 55 and over aged 43.4% followed by 18.2% aged 36-45, 16.7% aged 46-55, 14.4% aged 26-35, 4.8% aged under 19 and 4.3% aged 19-25. 23.2% of visitors have children under five years 27.2% have children between five and 11 years, 18.8% have children between 12 and 18 years

Gender

Of the resident population of Bromley 52% are female and 48% are male .The findings of the 2013 Museum consultation figures show 64.% of visitors to Bromley museum were Female and 35.5% male

Disability

84% of the resident population of Bromley are in very good or good health, 4.1% in very bad or bad health and the remaining population in fair health 9% of the sample visitor survey showed 9% considered themselves to have a disability with 5% having a mobility related disability which would limit their use of the Museum Service.

Race

Bromley has a far less ethnically diverse population than most other boroughs, with 91.6% of White residents. The traveller community in St Marys Cray has an estimated 2,000 members. The vast amount of interviewees in the sample survey -93% were white

Religion

Census 2011 findings show 60% of Bromley residents are Christian higher than the London average of 48.4%. 26% of residents have no religion, 7.8% did not state religion. All other religions are lower than the London and national averages

Pregnancy and Maternity

ONS statistics show that there were 3,899 live births in Bromley in 2013; no additional information is available. 2013 Museum consultation showed that 23.2% of those surveyed had children aged under 5.

Marriage/Civil partnership

Census 2011 data shows that 47% of Bromley residents are married while 0.83 % of Bromley residents are in a registered same sex civil partnership

Sexual Orientation-It is not possible to estimate the number of Bromley residents who are LGBT s (Lesbian, Gay Bisexual Transgender) the national census does not ask people to define their sexuality

Gender re-assignment-no information available

2b	Have complaints or feedback been received about the function and its effect on different equality groups?		
	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know

Provide evidence by documenting all reliable up to date information.
 A letter and petition of over 500 signatures against the closure of the museum was made by Perry Hall Primary School, Orpington on 4th Dec 2014. The school is in close proximity to the library, making 15 visits to the Museum in 2013/2014 the highest number out of those schools visiting the museum. They have been informed that under the Council's petition

	<p>Scheme they can request to address a meeting of full Council for five minutes in support of their case. Orpington Councillors have received a large number of letters from pupils at primary schools in the Orpington area.</p> <p>A petition of over 2000 signatures against the closure of the museum has also been made by Margot Rohan. She has been informed that under the Council's petition Scheme she can request to address a meeting of full Council for five minutes in support of her case.</p>			
2c	<p>Outsourced services - if the function is provided by external organisations/agencies on behalf of the Council please detail any arrangements you have to ensure that the function promotes equality; this may include contract conditions.</p>			
	<p><i>Provide evidence by documenting all reliable up to date information.</i></p> <p>The proposed service change does not involve or require the outsourcing of this service</p>			
2d	<p>Does the function have employment implications for Council staff</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><input checked="" type="checkbox"/> yes</td> <td style="width: 33%; text-align: center;"><input type="checkbox"/> no</td> <td style="width: 33%; text-align: center;"><input type="checkbox"/> Don't know</td> </tr> </table> <p>Provide evidence by documenting all reliable up to date information.</p> <p>The function does have employment implications for Council Staff. These are detailed fully in section 7-Personnel Implications of the Committee report.</p> <p>The Curator and Education Officer posts will be at risk of redundancy if the proposal is agreed. Staff consultation commenced on 9th January for a period of 30 days.</p> <p>The Executive on 10 June will consider the comments from staff, trade union, and departmental representatives following the period of formal consultation on the proposals for the Museum.</p> <p>The Executive will also consider any comments from the E&R PDS Committee. If the Executive Members agree to the recommendations any staffing implications arising from these recommendations will need to be carefully managed in accordance with Council policies and procedures and with due regard to the existing framework of employment law.</p>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know
<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know		
2e	<p><i>If you have established that the function does have an adverse impact on one or more of the groups, then you must identify whether this is justifiable. If not, then the function must be changed. Please set out the adverse impact and the business justification for continuing with this situation.</i></p> <p>The business justification for a new approach for Bromley Museum is a financial one. The 'Draft 2015/16 Budget and Update on Council's Financial Strategy 2016/17 to 2018/19' report no FSD15001 being considered by the executive. The museum service has been identified as a budget cut for 2015/16 as part of the £60 million savings that are required to be made within the next four years. The council does not have provision in its revenue budget to maintain and conserve the important Priory building. The cost to the Council per visit to the museum is currently £8 per visit, therefore a new approach to heritage and the provision of a local museum without a revenue budget is required. A further justification for the new approach to displaying the Council's local history collection is to improve the quality of the service which was found by 2013 consultation findings to be weak.</p> <p>Of the negative impacts associated with this change to the Museum service, the following action will be taken to mitigate potential impacts justifying the proposals and limiting their impact. The adverse impacts do not potentially impact on the identified equalities groups as a whole, but on those within the affected groups living close to the current Priory site.</p>			

Adverse Impacts Age-Elderly people living near to the Priory museum site may find it more difficult to access the new museum exhibition provision at the Central Library .Children from the Orpington area including those in school groups may also find it more difficult to access the new exhibitions The following action will be taken to mitigate potential negative impacts.

- Promotion of the new exhibition will be undertaken including signposting public transport options and parking facilities at the Central library, and promoting the proposed location of the new service
- 77% of Bromley residents have access to at least one car per household. The Central library is well served by public transport. Three buses run directly from Orpington Priory to Central Bromley. Additionally frequent direct trains operate from Orpington to Bromley South station. At the Older people audience research session, increased car parking was seen as improving the museum, there is good car park provision in Central Bromley. Older people aged over 60 receive free travel in the form of a Freedom pass
- School groups will not have access to the current levels of education service. Combined visits to the Central Library and museum exhibitions to be offered to maximise both resources.
- School groups currently living in close proximity to the museum and visiting frequently can still access the new exhibitions by one or more direct bus routes with a slightly increased journey time for schools in the Orpington area

Adverse Impacts Disability- Refer to the adverse impacts detailed above in the age category which also applies as those with disabilities living near to the current Museum site may find it harder to access any new provision at The Central Library. However findings of the 2013 disabled people audience research groups showed that physical access was important. A very high number of disabled people surveyed at that time had never visited the museum, a reflection of the current poor accessibility. Those that had commented that it was hard to find, inaccessible and dingy. The following relating to the new provision will be of benefit to this group

- Improved access for disabled people at the Central Library building including automated front door, lifts, disabled toilet on Floor 4
- Disabled residents needing to travel by public transport to access the new museum exhibitions are eligible for free travel in the form of a disabled freedom pass
- Findings of the 2013 Access Audit will be referred to regarding any new provision

Adverse Impacts-Pregnancy and Maternity-Women in late pregnancy or with a new born baby or young child living in the Orpington area could find it harder to travel to access Museum exhibition facilities at Bromley Central Library . See mitigating actions listed above in the age category. 2013 HLF Consultation with families showed that most families did not know about Bromley Museum at the Priory. The families visiting the museum loved the events , but felt that better toilet and baby-changing facilities were needed Therefore the provision of Museum exhibitions at the Central Library should increase access of the museum and other related facilities to this group as follows.

- Baby changing facilities and toilet available at the Central Library during library opening hours
- Continuation of museum activities for families parents and carers
- Access to full program of Library events for children and families

Adverse Impact Race- This proposal has not been shown to have an adverse impact on this group. Any negative impacts highlighted by this group will be addressed

Adverse Impact Religion and Belief- The proposal has not been shown to have an adverse impact on this group. Any negative impacts highlighted by this group will be addressed

Adverse Impact Gender-The proposal has not been shown to have an adverse impact on

	<p>this group. Any negative impacts highlighted by this group will be addressed</p> <p>Adverse Impact-Marriage/Civil Partnership- The proposal has not been shown to have an adverse impact on this group. Any negative impacts highlighted by this group will be addressed</p> <p>Adverse Impact-Sexual Orientation- The proposal has not been shown to have an adverse impact on this group. Any negative impacts highlighted by this group will be addressed</p> <p>Adverse Impact-Gender reassignment- The proposal has not been shown to have an adverse impact on this group. Any negative impacts highlighted by this group during will be addressed</p>			
2f	<p>Monitoring – give details of any monitoring being carried out on existing functions.</p> <p>The following monitoring is currently carried out by Bromley Museum staff</p> <ul style="list-style-type: none"> • Usage Figures • Attendance Statistics • User Feedback • School Education Programme statistics 			
2f (i)	<p>If this is a new function, or not currently monitored, are you planning to monitor the impact of the function</p> <table border="1" data-bbox="213 981 1423 1048"> <tr> <td data-bbox="213 981 612 1048"><input checked="" type="checkbox"/> yes</td> <td data-bbox="612 981 1023 1048"><input type="checkbox"/> no</td> <td data-bbox="1023 981 1423 1048"><input type="checkbox"/> Don't know</td> </tr> </table> <p>If yes add details to action plan</p> <p>If no please explain why it is not considered appropriate to do so. See updated action plan</p>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know
<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know		
2g	<p><i>Consultation – If you have not carried out consultation, or if you need to carry out further consultation who will you be consulting with and by what methods?</i></p> <p>Add details to action plan-See updated action plan</p> <p>The future of the museum service has been under consideration for many years, with many different concepts ranging from closure of the Museum to re-modelling of the Priory being consulted on and discussed prior to the proposals of current new approach.</p> <p>HLF Consultation-2013</p> <p>In 2013 extensive public consultation was undertaken to inform both the development of the Heritage Lottery Fund (HLF) Museum bid to undertake conservation works to the Priory Museum and undertake conservation works which was originally the way forward identified by the Council, but also to assess the quality of the existing museum and capture opinions about the museum.. This thorough consultation was audience based, and the only consultation which asked people about their current experience of the service</p> <p>This consultation which was undertaken over a two month period during April and May 2013 and was made up of market research user testing, online surveying and consultation activity sessions with 12 current and potential audiences identified by the Museum including staff and volunteers. The majority of the equalities groups were represented. Additionally telephone surveys were conducted targeting 200 museum users and also 200 non users.</p> <p>The objectives of the visitors survey research was to find out the views of visitors about the museum, both overall and relating to specific areas. The public response to this consultation which looked at the option of remodelling the Priory Museum showed that the current museum offer was unsatisfactory. Common complaints were the lack of public toilets, the</p>			

location which was found to be difficult to access, inaccessible layout, the lack of welcome and way finding and the poor standard of exhibitions. The consultation findings confirmed that the Priory in its current condition is not a suitable venue for the museum. Although the HLF bid was later withdrawn, the 2013 consultation findings remain valuable and relevant, to inform the process of the consideration of the future of the Museum service.

2014 Consultation

Bromley Council recently consulted residents on their views and priorities via an online survey and through residents association meetings, public meetings emails and letters . Nearly 2,000 people shared their thoughts and ideas and contributed to the debate around setting the budget for 2015/16. There were 1,512 replies to this question regarding priorities for Culture, Heritage Arts and Sport and the priority was as follows: Libraries were voted the most important priority with Sport and Leisure in second place followed by Heritage and Arts., the next priority was Town Centre Management. Finally the Museum Service was ranked as the lowest priority. The Our Budget, Your Views Consultation findings re-enforces the opinions of the 2013 consultation that residents consider the current museum service to be weak, but value the borough's heritage and wish to have access to related learning and participation opportunities resulting in the concept of alternative provision

Current Consultation

The consultation process also includes extensive staff consultation .The staff consultation process was undertaken for a 30 day period having commenced on 9th January 2015. This process involved meetings and other direct consultation with staff affected by this proposal and their departmental and union representatives. Further consultation with staff will take place at appropriate times throughout this process. Staff were invited to submit their responses to Executive members before the Executive meeting on 11th February. If members agree to the recommendations to close the Priory museum site and provide an exhibition space within Bromley Central Library on 10th June, staff and their representatives will be engaged and consulted as early as practicable . An additional EIA will be completed following the decision prior to the implementation of any changes to the Museum Service.

In 2014 multiple consultation sessions have been held to capture the views and opinions of a wide range of people including groups representing businesses and arts and heritage interest societies across the borough as listed below

- Museum Staff
- Volunteers
- Friends of the Priory and Priory Gardens
- Orpington BID
- Bromley heritage and Arts Forum

These consultation sessions have not covered the access and opportunities that the current museum provides or the access or opportunities the proposed museum exhibitions at the Central Library could provide. The clear focus of the consultation group meetings has been on how a semblance of a museum be retained in the borough without a significant revenue budget.

Between 2013-2014 Bromley Council have spent considerable time consulting and discussing with interested parties the options around the future of the Museum in conjunction with the generic service preferences, all of which have been designed to assist in the decision making process around service priorities

Due regard has been and will continue to be taken of negative impacts resulting from previous and current consultation. Measures to implement this include the availability of consultation documentation.as follows

- Additional public consultation carried out in February – April 2015.
- Our Budget-Your Views-available on the Council's website
- Previous consultation reports available to interested parties on request

2h

Evidence – what do you have about considerations with regard to equality issues that you have made concerning this function? e.g. audit reports, minutes from meetings or survey results

In order to assess the impact of this proposal with regard to equality issues, Bromley have gathered evidence from a variety of sources including

- The Priory re-visited Consultation Report-2013
- The Priory re-visited Survey data-2013
- Bromley Museum and old Library Access Audit -2013
- Census 2011 data
- Bromley Museum statistics
- Your budget your views consultation 2014
- A new approach for Bromley Museum-Consultation 2014
- Bromley Museum and the Priory Orpington consultation 2015

Use of the Museum

Bromley has a population of 309,392 , Bromley Museum had approx. 19,000 visitors during 2013/14 equating to just 6.14% of the population. This figure includes visits from schools, During the visitors sample survey some valuable background information was collected to generate a profile of visitors, though sample sizes were very low. Most visitors interviewed were either in employment (44%), retired (30%), looking after the home (13%) or a student in full time education (5%) In terms of socio-economic classification the profile of visitors interviewed is similar to the profile of Bromley residents

School Visits

31% of Bromley's 132 schools visited the museum during 2013/14. Whilst the new Central Library museum exhibitions would not have the same dedicated education offer for schools, the Central Library does have an events and activities offer for schools with a target of 39 visits per annum. It is proposed that combined visits to the Library and museum areas could be facilitated in order to continue to provide school with access to these exhibitions.

The three schools most frequently visiting the museum were two situated in closest proximity to the Priory Museum site. Darrick Wood Junior School is 2.4 miles away from the museum, and is a short bus ride away, being served by 4 bus routes. . Darrick Wood is only 4.3 miles away from the Central Library, (depending on route) and accessible by 4 different bus routes, the journey time being approx. 28 minutes.

Princes Plain Primary school visited the museum 8 times during 2013/14. The school is 4.0 miles from the Museum (depending on route) and is on 2 direct bus routes with a journey time of approximately 26 minutes. The proposed alternative provision at Bromley Central Library is nearer to the school 2.9 miles away and served by 3 direct bus routes

Perry Hall Primary School which has made the highest number of visits to the museum in 2013/15 with 15 visits is only a 13 minute walk away from the current Priory Museum site. Alternatively the museum can be accessed by a direct and frequent bus service taking 6 minutes. The proposed alternative museum exhibitions at Bromley Central Library are 4.9 miles away from the Museum, easily accessible by 2 direct bus routes with an approximate journey time of 36 minutes.

In order to build up a user profile of the Museum service, the 2013 survey data was used. The responses from those surveyed in 2013 , their responses regarding their last visit to the museum were as follows

- 8% had visited in the last two weeks,
- 8.2% in the last month
- 14.1% in the last 6 months

- 16.3% in the last year
- 24.7% in the last 5 years
- 14.9% longer ago
- 13..9% never visited

Question 5- How far from the museum do you live? Of the 663 respondents answering this question

- 4.5% lived over 10 miles away,
- 13.3% between 6-10 miles away,
- 56.0% between 2-5 miles away
- 6.2% a mile or less away.

Bromley Central Library is approx. 5.5 miles away from Bromley Central Library and takes approximately 17 minutes by car (depending on route) Bus numbers 61, 208, 358 run directly from Orpington Priory to Bromley Central Library .Alternatively there is a frequent train service from Orpington to Bromley South . Of those visiting the Museum, 52% came by car, 26% walked and 17% took the bus whilst 5% took the train

Question 6. We're thinking about making the following improvements to the museum. How important would these facilities be to you					
	Very Important	Fairly Important	Not very important	Not at all important	Rank of importance
A café	44.4%	39.3%	12.3%	3.9%	5
Improved toilet facilities, including disabled toilet & baby changing facilities	62.1%	30.1%	6.6%	1.6%	1
Better access for wheelchairs and buggies	50.9%	24.2%	16.5%	8.9%	2
A function room for events, meetings or community use	29.7%	41.2%	20.6%	9.1%	8
Increased car parking space	37.6%	33.8%	19.3%	9.9%	6
Landscaped green areas around the building	19.4%	41.0%	21.4%	6.0%	10
Opening every Saturday	45.8%	34.1%	9.0%	2.3%	3
Opening every Sunday	32.1%	36.7%	21.8%	10.0%	7
A better website	37.0%	41.7%	14.9%	6.8%	6
A free Wi-Fi service	21.7%	24.9%	31.9%	21.5%	9
A local studies/archive area	41.5%	39.3%	14.4%	5.2%	4

To rank the findings of question 6. Which related to improving the HLF bid for the Priory museum building and extending facilities Toilet and baby changing facilities were seen as the most important 92.2% said that improved toilet facilities are very important/fairly important to them. These priorities can be related to the current proposal as the Central Library offers toilet facilities, a disabled toilet and baby changing facilities. Reactions to the proposed changes were very positive

- In terms of the other requirements for improved facilities at the museum resulting from the 2013 consultation, with the exception of three -café, Sunday opening and car parking the Central Library already meets the requirements of 7 of them ,

	<p>enhancing its suitability further. It is possible to easily produce a better website to promote the new service</p> <ul style="list-style-type: none"> • Saturday opening-. Bromley Central Library is open 10.00-5.00pm every Saturday • Local Studies and Archive area-.The Central Library houses the LSAC • Better access for wheelchairs and buggies-.The Central Library has automated doors at the entrance operated by a push button and lifts to all floors • Free Wi-Fi service-Central Library offers a free Wi-Fi service • Landscaped green areas around the building-Bromley Central Library is adjacent to Church House Gardens • Function Room/Meeting room-Function and meeting rooms are available for hire on Floors 4 and 5 at the Bromley Central Library <p>Non Users</p> <p>To qualify for the survey, those contacted must either have never visited the Museum or not visited it in the last five years. 83% of those interviewed had never visited it . Of those who had never visited, 70% had not heard of the Museum before . Despite not visiting Bromley Museum,84% of non-users disagreed with the statement I never go to museums, which indicates strong potential for increasing visitor numbers. The potential improvements of most importance to no users would be better toilet facilities including disabled toilet and baby changing facilities and opening on Saturday. Over 9 out of 10 non users consider these to be important.</p> <p>In order to improve access for the relevant equalities groups using the Museum service an Access Audit was undertaken in 2013 of the Priory site to inform the HLF bid process. Whilst an Access Audit was previously carried out at the Priory Museum building a few years ago, there had been little implementation of the recommendations and no planned consistent approach to providing a more inclusive experience for disabled visitors.</p> <p>This audit resulted in key recommendations for improvement at the remodelled facility, and highlighted areas at the Museum where improvements are required to create a more fully inclusive experience for disabled visitors to the Museum. The audit actively involved local people with disabilities.</p> <p>Although the audit was carried out regarding the 2013 proposal to remodel the Priory site, many of the recommendations that can be widely applied to the new service provision at the Central Library to ensure that the provision meets its statutory duty to disabled people.</p>
2i	<p>Publishing – if the equality impact assessment forms part of an overall review then the results should be published as part of any report that goes forward to Elected Members. If not the findings of the impact assessment should be published on our Council’s web site.</p> <p>Add details to action plan</p> <p>See completed action plan</p>
2j	<p>Training and development - please list any staff training issues that have arisen as a result of conducting the impact assessment</p> <p>Add details to action plan</p> <p>No issues identified</p>

Stage 3 - EQUALITY IMPACT ASSESSMENT ACTION PLAN please list actions that you plan to take as a result of this assessment, continuing on a separate sheet if necessary. If appropriate these actions should be added to any business/service plan for the function.

Issue	Action to be undertaken	Desired outcome	Action owner	Target date
<p><u>Consultation</u></p> <p>The report and EIA recognised the need to ensure that staff affected by this proposal are consulted fully in accordance with Council policies and procedures</p>	<p>Feedback the outcomes of the staff consultation to the Executive meeting on 10th June 2015</p>	<p>That the Executive comments on the outcome of the consultation with staff, trade unions and dep reps at the Feb meeting of the Executive</p>	<p>John Gledhill</p>	<p>10th June 2015</p>
<p><u>Communication</u></p> <p>The EIA highlighted the need to ensure that the public are fully aware of any changes to the Museum service</p>	<p>Arrange an effective marketing campaign to raise public awareness of any new location for the museum service including</p> <ul style="list-style-type: none"> • Posters • Leaflets • Press releases 	<p>The desired outcome of the marketing campaign is to advertise the change to the service to inform users and potential users.</p>	<p>To be confirmed</p>	<p>To be confirmed if the proposal is implemented</p>
<p><u>Monitoring</u></p> <p>Section 2f of the EIA asks for details of monitoring of new functions</p>	<p>To record and monitor statistics for attendance at Museum exhibitions if they move to Central Library</p>	<p>To ensure that</p> <ul style="list-style-type: none"> • Visitor figures • Usage figures • Service Satisfaction are fully monitored 	<p>To be confirmed</p>	<p>To be confirmed if the proposal is implemented</p>
<p><u>Publishing</u></p> <p>Section 2i of the EIA asks for the document to be published</p>	<p>Arrange for the completed EIA to be published on the Council's website where it can be viewed by all.</p>	<p>That the EIA is published on the Council's website</p>	<p>Paula Young</p>	<p>May 2015</p>

Signed: Paula Young
Date: 22nd May 2015