

## APPENDIX G

# Equality & Human Rights Impact Assessment (EHRIA)

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

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

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

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

| <b>Key Details</b>  |   |
|---|---|
| <b>Name of policy being assessed:</b>   | Donington le Heath Manor House.   |
| <b>Department and section:</b>  | Adults and Communities, Communities and Wellbeing, Heritage Team                          |
| <b>Name of lead officer/ job title and others completing this assessment:</b> | Richard Knox - Heritage Development Manager<br>Chris Housden - Strategic Lead, Equalities |
| <b>Contact telephone numbers:</b>   | RK 0116 3058327<br>CH 0116 3056947  |
| <b>Name of officer/s responsible for implementing this policy:</b>            | Franne Wills, Head of Service Development<br>Jane Betts Heritage Manager<br>Richard Knox  |
| <b>Date EHRIA assessment started:</b>   | 12/10/15  |
| <b>Date EHRIA assessment completed:</b>                                       | 18/11/15  |

# Section 1: Defining the policy

## Section 1: Defining the policy

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

**1** What is new or changed in this policy? *What has changed and why?*

**Donington le Heath Manor House (DLH) has been a free entry museum since it opened in 1974. Admission charges have been made for specific ticketed events for many years and in 2012 site admission charges were introduced for all events on site. Entrance to the house and grounds on non-event days remained free.**

**The 1620s House and garden project has involved considerable investment by LCC to improve the sustainability of the site, as well as focusing and improving the public offer. As part of the sustainability of the site, particularly in the current financial climate, it is proposed to implement a site admission charge on non- event days as well as event days from when the site reopens in Spring 2016.**

**To avoid disadvantaging lower income groups, and to engender regular local use, the proposed charge of £5.95 adult, £5.00 Concession and £3.50 child will cover repeat visits on non-event days over a 12 month period, effective during the open season April to September.**

**Given the nature of the medieval building and its listed building status, there is an ongoing accessibility issue, given that the upstairs rooms are not accessible to visitors who cannot climb stairs. To ensure that these visitors still get to see what there is upstairs, the project will include 360 degree photographic virtual tour – as we have currently, but this will be available on tablets available at the reception office.**

**Changes to the layout of the site, arising from modifying the theme of the attraction, include removing the reception area from the house itself. Creating a separate building for this purpose will free up a significant proportion of the accessible downstairs area to devote to the 1620's theme.**

**The downstairs furnished rooms will be accessible, including a fully accessible toilet.**

**The new ticket office will be fully accessible to staff who are wheelchair users, where the previous office presented access difficulties.**

| 2   | <p>Does this relate to any other policy within your department, the Council or with other partner organisations? <i>If yes, please reference the relevant policy or EHRIA. If unknown, further investigation may be required.</i></p> <p><b>Management and resourcing of DLH falls under the umbrella of the overall <i>Communities and Wellbeing Strategy</i>, which is currently under review. This encompasses charging policy.</b></p> <p><b><i>Country Park Policies</i>, as Country Park Services are responsible for the grounds.</b></p> <p><b><i>Property Services Energy Strategy: ensuring the energy efficiency of buildings under LCC ownership .</i></b></p> <p><b>The <i>MTFS</i> targets, approved by Cabinet in February 2014, required <i>Communities and Wellbeing</i> to reduce the costs of its <i>Community Museums</i> by £135,000 (DLH being one of these).</b></p>   |    |  |  |     |    |      |   |   |  |  |
|---|---|----|--|--|-----|----|------|---|---|--|--|
| 3   | <p>Who are the people/ groups (target groups) affected and what is the intended change or outcome for them?</p> <p><b>The site alterations are designed to improve the attraction of DLH for visiting members of the public.</b></p> <p><b>There is a need to address the sharp decline in visitor numbers (down from 13,069 in 2013/14 to 8,323 in 2014/15) The introduction of charges will impact across the demographic of visitors and therefore may have a negative impact on this, particularly for local people who may visit and take friends or relatives more frequently. This last concern has been addressed in the charging structure by proposing season tickets at no extra charge. All social groups will benefit in allowing the site to remain open to the public.</b></p> <p><b>Staff at DLH will be affected by the changes, particularly the alterations to opening hours.</b></p> <p><b>The Project will also create a number of volunteering opportunities for a wide range of individuals.</b></p> |    |  |  |     |    |      |   |   |  |  |
| 4   | <p>Will this policy meet the Equality Act 2010 requirements to have due regard to the need to meet any of the following aspects? <b>(Please tick and explain how)</b></p> <table border="1" data-bbox="268 1809 1415 2024"> <thead> <tr> <th data-bbox="268 1809 571 1845"></th> <th data-bbox="571 1809 687 1845">Yes</th> <th data-bbox="687 1809 804 1845">No</th> <th data-bbox="804 1809 1415 1845">How?</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 1845 571 2024">Eliminate unlawful discrimination, harassment and victimisation</td> <td data-bbox="571 1845 687 2024">x</td> <td data-bbox="687 1845 804 2024"></td> <td data-bbox="804 1845 1415 2024"><b>As a Heritage Site, the 1620 House and gardens will be accessible to all, as far as is practical within the constraints of a listed building of this era. The historical themes discussed</b></td> </tr> </tbody> </table>   |    |  |  | Yes | No | How? | Eliminate unlawful discrimination, harassment and victimisation | x |  | <b>As a Heritage Site, the 1620 House and gardens will be accessible to all, as far as is practical within the constraints of a listed building of this era. The historical themes discussed</b> |
|   | Yes   | No | How?   |  |     |    |      |   |   |  |  |
| Eliminate unlawful discrimination, harassment and victimisation | x   |    | <b>As a Heritage Site, the 1620 House and gardens will be accessible to all, as far as is practical within the constraints of a listed building of this era. The historical themes discussed</b> |  |     |    |      |   |   |  |  |

|  |  |          |  |  |
|--|--|----------|--|--|
|  |  |          |  | <b>will include past discrimination, harassment and victimisation and its effects.</b>   |
|  | Advance equality of opportunity between different groups | <b>x</b> |  | <b>The volunteering opportunities available within the Project with provide meaningful and engaging roles to a wide group of people with a variety of abilities and needs.</b> |
|  | Foster good relations between different groups           | <b>x</b> |  | <b>The project will provide a venue for the local community and others to work together on events and activities.</b>  |

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

**Section 2: Equality and Human Rights Impact Assessment Screening**  
 The purpose of this section of the assessment is to help you decide if a full EHRIA is required.

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

| <b>Section 2</b>                    |   |            |            |
|-------------------------------------|---|------------|------------|
| <b>A: Research and Consultation</b> |   |            |            |
|                                     |   | <b>Yes</b> | <b>No*</b> |
| <b>5.</b>                           | <b>Have the target groups been consulted about the following?</b>   |            |            |
|                                     | <b>a) their current needs and aspirations and what is important to them;</b>  | <b>X</b>   |            |
|                                     | <b>b) any potential impact of this change on them (positive and negative, intended and unintended);</b>   | <b>X</b>   |            |
|                                     | <b>c) potential barriers they may face</b>  | <b>x</b>   |            |
|                                     | <b>Between June and September 2015 the service undertook a series of consultation events with users and stakeholders on the proposed 1620's house and garden concept, this also included questions in relation to admission charges and visiting periods. This work allowed the service to finalise the interpretative approach, based on user feedback, understand when visitors most wanted access to DLH</b> |            |            |

|                  |  |  |  |
|------------------|--|--|--|
|                  | <p><b>and test the response to an admission charge.</b></p> <p><b>The consultation programme commenced in June 2015 and engaged with local residents, visitors/users and key stakeholders, including Friends groups and the Parish Council.</b></p> <p><b>A separate consultation was undertaken with schools, in relation to how they might use DLH.</b></p> <p><b>The results of the consultation were very supportive of the 1620s house and gardens concept and the idea of a fully furnished house had strong appeal. The feedback also indicated that the gardens were a popular part of the overall offer.</b></p> <p><b>The results also highlighted that the provision of a good quality tearoom/catering offer was an key factor in whether visitors decide to visit or not. A number of consultees indicated that without some provision, hot drink and cake, they would choose not to visit.</b></p> <p><b>Consultation feedback indicated that the majority of respondents were not opposed to the idea of an admission charge. Although local residents indicated that having to pay each time they visited would dissuade them from visiting on a regular basis.</b></p> <p><b>Feedback also showed that most visitors would expect DLH to be open between April and the end of September, with the most popular days being Thursday, Friday, Saturday, Sunday and Monday.</b></p> <p><b>Schools indicated that they would be most likely to visit mid-week, for a full day visit. Only primary schools responded, all of whom indicated that they would be most likely to visit DLH for the history curriculum. Also of key importance were coach parking, toilets and onsite facilities for eating lunch.</b></p> <p><b><i>The consultation programme and questions are included as appendices to the Cabinet Report due to be presented on 11/12/15.</i></b></p> |  |  |
| <p><b>6.</b></p> | <p>If the target groups have not been consulted directly, have representatives been consulted or research explored (e.g. Equality Mapping)?</p>  |  |  |

|    |  |  |  |
|----|--|--|--|
| 7. | <p>Have other stakeholder groups/ secondary groups (e.g. carers of service users) been explored in terms of potential unintended impacts?</p> <p><b>In addition to the direct consultation feedback, desk top research looking at the charging policies of similar types of attraction and other local attractions was undertaken and this, alongside the consultation feedback, was used to inform the charging strategy, The research results accompany the Cabinet papers.</b></p> <p><b>Feedback from the Friends of DLH, Friends of Leicester and Leicestershire Museums has been very supportive. The Friends groups are encouraged by the project and the Friends of DLH are working closely with the service on the development of a new volunteering offer, which will provide volunteer house and garden guides to enhance the visitor offer and is in specific response to consultation feedback.</b></p> |  |  |
| 8. | <p>*If you answered 'no' to the question above, please use the space below to outline what consultation you are planning to undertake, or why you do not consider it to be necessary.</p>  |  |  |
|    |  |  |  |

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| <b>Section 2</b>   |   |     |  |
| <b>B: Monitoring Impact</b>  |   |     |  |
| 9.   | <p>Are there systems set up to:</p> <p>a) monitor impact (positive and negative, intended and unintended) for different groups;</p> <p>b) enable open feedback and suggestions from different communities</p>   | Yes | No   |
|  |   | Y   |  |
|  |   | Y   |  |
| <p><b>Note: If no to Question 8, you will need to ensure that monitoring systems are established to check for impact on the protected characteristics.</b></p> |   |     |  |
| <b>Section 2</b>   |   |     |  |
| <b>C: Potential Impact</b>   |   |     |  |
| 10.  | <p>Use the table below to specify if any individuals or community groups who identify with any of the '<a href="#">protected characteristics</a>' may <u>potentially</u> be affected by this policy and describe any positive and negative impacts, including any barriers.</p> |     |  |
|  |   | Yes | No   |
|  | Age   | x   | <p><b>Comments</b></p> <p><b>Although there is no specific disadvantage identified for</b></p> |

|  |            |   |   |
|--|------------|---|---|
|  |            |   | <p>any of the age groups, it is possible that the introduction of a charge may discourage visits by certain age groups who are known to be, on average, among the less well off, notably pensioners. Families with children may also be discouraged by the cumulative cost. These difficulties are typically addressed by using concessions and family tickets where charges are made. The comparative charging work undertaken has informed the pricing regime for DLH.</p>  |
|  | Disability | x | <p>DLH, as a listed building, has inherent accessibility difficulties. Some areas of the site are of lesser concern, i.e. the gardens, accessible toilets, tea room and seating area, which are all on ground level. The ground floor of the house is accessible and a wheelchair is available. A virtual tour of the upper floors is also provided where the stairs are an obstacle to access.</p> <p>There is potential for an improvement to the experience for people who are unable to use the stairs. A substantial part of the downstairs area is currently taken up by the reception area. The plan to move this to a new, separate building would improve the display on the ground floor.</p> <p>The new ticket office will be fully accessible to staff who are wheelchair users, where the previous office presented access difficulties.</p> <p>There is disabled parking provision which needs to be preserved and possibly increased if, particularly on</p> |

|            |   |          |          |  |
|------------|---|----------|----------|--|
|            |   |          |          | event days, there are a large number of visitors.  |
|            | <b>Gender Reassignment</b>  |          | <b>x</b> |  |
|            | <b>Marriage and Civil Partnership</b>   |          | <b>x</b> |  |
|            | <b>Pregnancy and Maternity</b>  | <b>x</b> |          | <b>For the reasons outlined above, there may be access difficulties to the upper floor for women who are pregnant, or families with small children. The mitigations outlined above also apply here.</b>  |
|            | <b>Race</b>   |          | <b>x</b> |  |
|            | <b>Religion or Belief</b>   |          | <b>x</b> |  |
|            | <b>Sex</b>  |          | <b>x</b> |  |
|            | <b>Sexual Orientation</b>   |          | <b>x</b> |  |
|            | <b>Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities</b>   | <b>x</b> |          | <b>During consultation, concern was expressed by local people that the introduction of a charge might dissuade them from frequent visiting, or bringing visitors regularly. The use of a 'season ticket' is designed to remove this barrier.</b> |
|            | <b>Community Cohesion</b>   | <b>x</b> |          | <b>DLH is an important community focused venue and preserving its status in this respect benefits this aim.</b>  |
| <b>11.</b> | <p>Are the human rights of individuals <u>potentially</u> affected by this proposal? Could there be an impact on human rights for any of the protected characteristics? <b>(Please tick)</b></p> <p>Explain why you consider that any particular <a href="#">article in the Human Rights Act</a> may apply to your policy/ practice/ function or procedure and how the human rights of individuals are likely to be affected below: [NB. Include positive and negative impacts as well as barriers in benefiting from the above proposal]</p> |          |          |  |



|  | Yes | No | Comments  |
|--|-----|----|---|
| <b>Part 1: The Convention- Rights and Freedoms</b>                                   |     |    |   |
| <b>Article 2: Right to life</b>  |     | x  |   |
| <b>Article 3: Right not to be tortured or treated in an inhuman or degrading way</b> |     | x  |   |
| <b>Article 4: Right not to be subjected to slavery/ forced labour</b>                |     | x  |   |
| <b>Article 5: Right to liberty and security</b>                                      |     | x  |   |
| <b>Article 6: Right to a fair trial</b>  |     | x  |   |
| <b>Article 7: No punishment without law</b>  |     | x  |   |
| <b>Article 8: Right to respect for private and family life</b>                       | x   |    | <b>Museums reflecting local cultural and historical connections may be regarded as important contributors to preserving local family memories and supporting the aims of Article 8, even if they are not the primary source of its protections.</b> |
| <b>Article 9: Right to freedom of thought, conscience and religion</b>               | x   |    | <b>Museum collections make a positive contribution to the aims of this Article</b>  |
| <b>Article 10: Right to freedom of expression</b>                                    | x   |    | <b>Museum collections make a positive contribution to the aims of this Article</b>  |
| <b>Article 11: Right to freedom of assembly and association</b>                      | x   |    | <b>Museum collections make a positive contribution to the aims of this Article</b>  |
| <b>Article 12: Right to marry</b>  |     | x  |   |
| <b>Article 14: Right not to be discriminated against</b>                             |     | x  |   |
| <b>Part 2: The First Protocol</b>  |     |    |   |
| <b>Article 1: Protection of property/ peaceful enjoyment</b>                         | x   |    | <b>DLH has increased the items in its collection as a result of the refurbishment. The rights of the contributors of these and existing possessions must be respected, in accordance with the Museums Association's</b>                             |

|  |   |   |   |  |
|--|---|---|---|--|
|  |   |   |   | <b>ethical code.</b>                                       |
|  | <b>Article 2: Right to education</b>  |   | <b>x</b>                                |  |
|  | <b>Article 3: Right to free elections</b>   |   | <b>x</b>                                |  |
| <b>Section 2</b>   |   |   |   |  |
| <b>D: Decision</b>   |   |   |   |  |
| <b>12.</b>   | Is there evidence or any other reason to suggest that:  | <b>Yes</b>  | <b>No</b>                               | <b>Unknown</b>   |
|  | a) this policy could have a different affect or adverse impact on any section of the community; |   | <b>x</b>                                |  |
|  | b) any section of the community may face barriers in benefiting from the proposal               |   | <b>x</b>                                |  |
| <b>13.</b>   | Based on the answers to the questions above, what is the likely impact of this policy           |   |   |  |
|  | No Impact <input type="checkbox"/>  | Positive Impact <input checked="" type="checkbox"/> | Neutral Impact <input type="checkbox"/> | Negative Impact or Impact Unknown <input type="checkbox"/> |
| <b>Note: If the decision is 'Negative Impact' or 'Impact Not Known' an EHRIA Report is required.</b> |   |   |   |  |
| <b>14.</b>   | Is an EHRIA report required?  | Yes <input type="checkbox"/>                        | No <input checked="" type="checkbox"/>  |  |

### Section 2: Completion of EHRIA Screening

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

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

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

## Section 4: Sign off and scrutiny

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

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

Once scrutiny and sign off has taken place, a depersonalised version of this EHRIA should be published on Leicestershire County Council's website. Please send a copy of this form to [louisa.jordan@leics.gov.uk](mailto:louisa.jordan@leics.gov.uk), Members Secretariat, in the Chief Executive's department for publishing.

### Section 4

#### A: Sign Off and Scrutiny

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

Equality and Human Rights Assessment Screening

Equality and Human Rights Assessment Report

1<sup>st</sup> Authorised Signature (EHRIA Lead Officer): .....

Date: .....

2<sup>nd</sup> Authorised Signature (DEG Chair):



Date: ...23/11/2015.....