

# Integrated Impact Assessment (IIA)

## Informing our approach to fairness

<b>Name of proposal</b>	Tyne and Wear Archives and Museums
<b>Date of assessment</b>	September 2018
<b>Lead officer</b>	Andrew Rothwell
<b>Assessment team</b>	Iain Watson, Jackie Reynolds
<b>Planned review date</b>	January 2019

### Version control

<b>Version</b>	1
<b>Date</b>	November 2018
<b>Replaces version</b>	0

This is our assessment of the potential equality and other impacts of this 2019-20 proposal, based on the available evidence. We will review this assessment throughout the consultation period. A formal review will take place of all proposals when consultation closes to consider comments and information from all stakeholders, research or new and emerging policy or announcements.

This is the ninth year of austerity and Government-imposed funding cuts. Coupled with unfunded cost pressures, like increasing demand for services and inflation, this has resulted in us needing to achieve savings of £267 million over the last eight years.

Our financial position remains challenging. Over the next three years we need to save a further £60 million, with £16.9 million required in 2019-20.

The following proposal is put forward within this context and should be read in conjunction with 'Shaping our future together: Our medium-term plan 2019-20 to 2021-22'. This explains how we are responding to the continuing financial challenge, setting out our plans for the three years.

## **Section A: Current service**

### **1. What does the service / function / policy do?**

Tyne and Wear Archives and Museums (TWAM) is a joint archive and museum service which manages museums and archives for five local authorities and Newcastle University. In Newcastle it receives a financial contribution from the City Council to run the Laing Art Gallery and the Discovery Museum.

TWAM also holds, and provides access to, documents relating to Newcastle upon Tyne, Gateshead, North Tyneside, South Tyneside and Sunderland dating from the 12th to the 21st centuries, which are available to the public for information and research purposes. It satisfies the mandatory requirement for local authorities to provide proper care for their records.

TWAM provides access to, and cares for, Newcastle's historic and cultural collections for present and future generations. It provides free access to facilities although some temporary exhibitions and activities are charged for. It delivers a range of outreach and education programmes including targeted work with disadvantaged and excluded groups and class visits for children and young people.

### **2. Who do you deliver this service for?**

The service is available for anyone to use and regularly attracts visitors from all parts of the city and the region as well as from other parts of the UK and internationally.

In 2017-18 Discovery Museum and the Laing Art Gallery attracted 571,482 in-person visits: 203,130 at the Laing and 368,352 at Discovery. Many of these users are from communities with protected characteristics including disabled people, BAMER communities, older people and people from lower socio-economic groups.

TWAM has a long-standing commitment to accessibility. It targets non-traditional audiences and encourages them to see museums as having a positive contribution to make to their lives. As well as providing a universal service at the main venues, targeted work is conducted across the city in partnership with community organisations.

### **3. Do you have any statutory requirements?**

Museums are not a statutory service, and while Archives are not a statutory service, they have some statutory responsibilities: there is a duty to make "proper arrangements" for local authorities' records and those they have accepted into their care. Public Records (defined by the Public Records Act 1958) held locally are subject to statutory requirements and access to the records

covered by it must be free of charge. TWAM holds a large quantity of such records and therefore discharges the statutory duties of NCC in this regard.

#### 4. How much do you spend on this service?

Gross expenditure	Gross income	Net budget	Capital projects
£3,769,740	£2,611,430	£1,158,310	

#### 5. What workforce delivers this service?

Posts	FTEs	Comments
90	60.5	

### Section B: Change proposal

#### 1. What is the proposal to change the service?

We will reduce funding to TWAM by £150,000 in 2019-20, as previously set out in Newcastle 2020: Investing for a Fairer Future. This is the third year of reductions totalling £450,000, reducing our financial contribution to the service to £1 million per annum.

TWAM will also be required to make additional savings of £200,000 to accommodate cost pressures. The total saving therefore required is £350,000 (£150,000 plus £200,000).

The proposed alterations/reductions in expenditure to meet the savings target are:

Proposal	Saving
Use of reserves	£59,220
Additional fund raising	£15,000
NNDR saving	£122,880
Termination of rental agreement for Resources Centre	£25,000
Staffing review/restructure	£90,000
Closure of Discovery and Laing on five Bank Holidays each year	£7,400
Review of building access hours including for the public	£30,500
<b>Total</b>	<b>£350,000</b>

**Additional Fundraising** TWAM already generates almost £1 million a year from donations, trusts and foundations, trading activities and charges for some activities. That sum is scheduled to grow in the coming years. This will include more active solicitation of donations, increased use of contactless donations, requests for donation 'top ups' on top of any charges made and charges for some activities.

**NNDR Saving** The (national) Valuation Office has recently revised the rateable value of the Laing Gallery and Discovery Museum. An appeal against the new valuation, which considerably increases the rates payable by both venues, has been submitted, based on precedents set by other museums services elsewhere in the country. If the appeal is successful, as anticipated, the funds required to cover the cost of rates will be considerably reduced.

**Termination of rental agreement for Resources Centre.** The lease for storage space for some resources held by TWAM terminated in August 2018. Internal re-organisation of space at TWAM will mean that there will be no need to renew the lease, saving (after dilapidations in the current year) an annual sum of £25,000.

**Staffing review/restructure** Some work has already been carried out with North East Regional Employers Organisation reviewing operational procedures. This will facilitate a review of the existing organisational structure to ensure that it is fit-for-purpose and to achieve budget savings.

**Closure of Discovery and Laing on five Bank Holidays each year** Attendance at Discovery Museum and the Laing Gallery is generally lower on Bank Holidays and the costs of opening are proportionately higher. Closure on these days will have the least public impact and the greatest financial benefit.

**Review of building access hours including for the public** Access to both Discovery Museum and the Laing Gallery is required by staff, suppliers and contractors outside public opening hours. A review of these hours will be undertaken, along with an assessment of public opening hours to seek to achieve further savings.

## 2. What evidence has informed this proposal?

Information source	What has this told you?
Existing management information relating to costs and usage of the buildings	That the savings required may be achieved by reducing building opening hours; reducing external payments; a review of the staffing structure of the organisation; and use of reserves

## 3. How much will you spend on this service?

	Gross expenditure	Gross income	Net budget	Capital projects
2019-20	£ 3,669,550	£2,626,430	£1,008,310	

## 4. What will the net savings be of this proposal?

	Gross Saving	Implementation Cost	Net Saving
2019-20	£350,000 (£150,000 saving for NCC)	Redundancy costs TBC	TBC

## 5. What impact will this have on the workforce?

	No. FTEs	% workforce	Newcastle City Council are the employer for TWAM staff
2019-20	3.8	5.5	

6. Who have you engaged with about this proposal?			
Date	Who	No. of people	Main issues raised
January 2018	Previous budget consultation review	238	Whilst the reductions were regretted, no substantive observations were made.
7. What are the potential impacts of the proposal?			
Specific group / subject	Impact (actual / potential disadvantage, beneficial outcome or none)	Detail of impact	How will you address or mitigate disadvantage?
People with protected characteristics			
Age	Actual / potential disadvantage	Some service users with limited financial resources may feel disinclined to visit the service due to the proposed approach of requesting a donation for every visit. More exhibitions and activities will be charged for, including family activities.	Donations to the service will remain optional and the core of the museum and gallery service will remain free to those who are unable or unwilling to make a donation. However, more exhibitions and activities will be charged for.
Disability	Actual / potential disadvantage	Some service users with limited financial resources may feel disinclined to visit the service due to the proposed approach of requesting a donation for every visitor. More exhibitions and activities will be	Donations to the service will remain optional and the core of the museum and gallery service will remain free to those who are unable or unwilling to make a donation. However, more exhibitions and activities will be charged for.

		charged for, including family activities.	
Sex	Actual/potential disadvantage	Some service users with limited financial resources may feel disinclined to visit the service due to the proposed approach of requesting a donation for every visit. More exhibitions and activities will be charged for, including family activities.	Donations to the service will remain optional and the core of the museum and gallery service will remain free to those who are unable or unwilling to make a donation. However, more exhibitions and activities will be charged for.
Marriage and civil partnership	None	Based on our research, there is no evidence to suggest that the proposal will have a disproportionate negative impact on people who are married or are in civil partnerships	
Pregnancy and maternity	None	Based on our research, there is no evidence to suggest that the proposal will have a disproportionate negative impact on people who are pregnant or during maternity.	
Race and ethnicity	Actual/Potential disadvantage	Some service users with limited financial resources may feel disinclined to visit the service due to the proposed approach of requesting a donation for every visit. More exhibitions and activities will be charged for, including family activities.	Donations to the service will remain optional and the core of the museum and gallery service will remain free to those who are unable or unwilling to make a donation. However, more exhibitions and activities will be charged for.
Religion and belief	None	Based on our research, there is no evidence to suggest that the proposal will have a disproportionately	

		negative impact on people with differing religious beliefs	
Sexual orientation	None	Based on our research, there is no evidence to suggest that the proposal will have a disproportionately negative impact on people of any sexual orientation.	
Gender reassignment	Actual/potential disadvantage	Some service users with limited financial resources may feel disinclined to visit the service due to the proposed approach of requesting a donation for every visit. More exhibitions and activities will be charged for, including family activities.	Donations to the service will remain optional and the core of the museum and gallery service will remain free to those who are unable or unwilling to make a donation. However, more exhibitions and activities will be charged for.
<b>Other potential impacts</b>			
People vulnerable to socio-economic impacts	Actual / potential disadvantage	Some service users with limited financial resources may feel disinclined to visit the service due to the proposed approach of requesting a donation for every visitor. More exhibitions and activities will be charged for, including family activities.	Donations to the service will remain optional and the core of the museum and gallery service will remain free to those who are unable or unwilling to make a donation. However, more exhibitions and activities will be charged for.
Businesses	None	Based on our research, there is no evidence to suggest that the proposal will have a disproportionate negative impact on businesses.	
Geography	None	Based on our research, there is no evidence to suggest that the proposal	

		will have a disproportionate negative impact on any particular ward.	
Community cohesion	None	Based on our research, there is no evidence to suggest that the proposal will have a disproportionate negative impact on community cohesion.	
Community safety	None	Based on our research, there is no evidence to suggest that the proposal will have a disproportionate negative impact on community safety.	
Environment and air quality	None	Based on our research, there is no evidence to suggest that the proposal will have a disproportionate negative impact on the environment.	