

Appendix E Equality Analysis

1. Name of activity:	Acquisition of Unit 1, City Park, Letchworth, to create a new museum storage facility.			
2. Main purpose of activity:	To create a new museum storage facility.			
3. List the information, data or evidence used in this assessment:	Previous committee reports and assessments, knowledge of the existing building and location, staff knowledge.			
4. Assessment				
Characteristics	Neutral (x)	Negative (x)	Positive (x)	Describe the person you are assessing the impact on, including identifying: community member or employee, details of the characteristic if relevant, e.g. mobility problems/particular religion and why and how they might be negatively or positively affected. Negative: What are the risks? Positive: What are the benefits?
Community considerations (i.e. applying across communities or associated with rural living or Human Rights)	x	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				The museums storage facility must be located somewhere and this will be easier to access from some locations in the district than others. That said, Letchworth is fairly central to the geographical remit of the museum service.
				Positive As the Museum is based in Hitchin, it is advantageous to have the storage facility in the other main urban conurbation of Letchworth so that Cultural Services have a presence in both of the main population centres.
A person living with a disability	<input type="checkbox"/>	<input type="checkbox"/>	x	Negative
				Positive The current store is not accessible, whereas the new store will have level access and a passenger lift to other floors, meaning anyone working for the service or visiting the stores should find improved access compared to the current position.
A person of a particular race	x	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				Positive
A person of a gay, lesbian or bisexual sexual orientation	x	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				Positive
A person of a particular sex, male or female,	x	<input type="checkbox"/>	<input type="checkbox"/>	Negative

including issues around pregnancy and maternity				Positive
A person of a particular religion or belief	X	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				Positive
A person of a particular age	<input type="checkbox"/>	<input type="checkbox"/>	X	Negative
				Positive
				Whilst old age does not have a direct relationship with access needs, there is a correlation and the greater ease of access at a new store should be a positive over the current setup of the museum storage facility. In addition, those with children or groups visiting with children should find a preferable layout with less hazards a more suitable destination to visit as a family or as a youth group for young children.
Transgender	X	<input type="checkbox"/>	<input type="checkbox"/>	Negative
				Positive

5 Results

	Yes	No	
Were positive impacts identified?	X	<input type="checkbox"/>	
Are some people benefiting more than others? If so explain who and why.	X	<input type="checkbox"/>	.The main improvement through the introduction of a new store is around access which will be of primary benefit to those with physical access needs.
Were negative impacts identified (what actions were taken)	X	<input type="checkbox"/>	.Geographically, the store may now be further away from some members of the community than others.

6. Consultation, decisions, and actions

If High or very high range results were identified who was consulted and what recommendations were given?		
N/A		
Describe the decision on this activity		
.To proceed as planned and as advised within the relevant committee report.		
List all actions identified to address/mitigate negative impact or promote positively		
Action	Responsible person	Completion due date
Ensure access in the form of lifts and level access are maintained throughout the fit out design process.	Rob Orchard and Phil Doggett	Mid 2026
When,how and by whom will these actions be monitored?		

We plan to engage with a local access group for feedback and suggestions on how to enhance any opportunities further.

7. Signatures

Assessor (Report Author)

Name: Robert Orchard

Signature**



Validated by (relevant Senior Manager)

Name: Steve Crowley

Signature**



Forward to the Policy & Strategy Team

Signature** Reuben Ayavoo

Assessment date: 26/2/2025

Review date: 26/02/2026

**** Please type your name to allow forms to be sent electronically. Please send to corporatepolicy@north-herts.gov.uk for review by the team.**

A copy of this form should be forwarded to the corporate policy team and duplicate filed on the council's report system alongside any report proposing a decision on policy or service change.