

Equality Impact Assessment – Summary Report

Department: Culture, Communities and Rural Affairs	Date: 17.3.2011
Completing Officer's Name: Jane Harris	
Policy, Strategy, Service or Plan that was Impact Assessed: Opening hours will be reduced from 1 April 2011 from 57 hours per week to 50 hours per week. The reduction in hours will occur 5pm-7pm on all weekdays except Thursdays when there will be longer evening opening to 8pm. Thursdays were chosen for evening opening as the result of a customer survey in Jan/Feb 2011	
Summary of findings: Evening visitor numbers are relatively small compared to daytime visitors and have been declining over recent years, therefore the negative impact on all customer groups would be relatively small. Groups affected most are likely to be those who work full time or have other daytime commitments as their options for visiting the Record Office outside those hours have been reduced. Longer Thursday evening opening may encourage visits from groups identified above as those most likely to be affected by closing on other evenings as it presents an opportunity to spend longer on research after work.	
Summary of Recommendations: No recommendations necessary	

The completed impact assessment needs to be published. Please send this to the relevant person in your department to ensure that it is up-loaded onto your departmental website.