
Cultural Heritage Strategy Delivery Plan (2021-2026)

Committee considering report:	Executive
Date of Committee:	22 September 2022
Portfolio Member:	Councillor Howard Woollaston
Date Portfolio Member agreed report:	22 August 2022
Report Author:	Nicola Peacock
Forward Plan Ref:	EX4120

1 Purpose of the Report

1.1 The purpose of the report is:

- (a) To present the Cultural Heritage Strategy Delivery Plan (2021-2026) for approval.
- (b) To highlight that funding offers have been secured from partners, with agreements pending for the proposed West Berkshire Local Cultural Education Partnership (LCEP), a key project included in the Cultural Heritage Strategy Delivery Plan.
- (c) Funding for a West Berkshire LCEP is as follows: £10k from Arts Council England for Phase I. Three year match funding up to the value of £150k from Greenham Trust (pending). The council has already committed £50k from COMF funding. To meet the potential offer from Greenham Trust, the council would be required to contribute up to £50k per annum for years 2023/24 and 2024/25. It is important to note: The following option would reduce the budget required from the council:

Should the council approval a contribution lower than 50k per annum for years 2023/24 and 2024/25, there is potential to negotiate a proportional reduction in match funding from Greenham Trust.

- (d) To highlight that a project within the Delivery Plan has been approved for inclusion in the council's UKSPF submission. Funding will enable project delivery.
- (e) To highlight that a request for council Revenue/Transformation Funding will be made to fund a fixed term post with the sole purpose of delivering the approved Cultural Heritage Strategy and associated Delivery Plan for a 3 year period in line with the duration of the Delivery Plan.
- (f) Approval of this Delivery Plan will enable the council to make applications for funds to realise projects, including partnership bids with and other council teams.

- (g) To seek agreement of the process for monitoring, updating and reporting progress of the Delivery Plan.

2 Recommendation

2.1 That the Executive:

- (a) Approve the Cultural Heritage Strategy Delivery Plan (2021 – 2026) as included in Appendix C.
- (b) Agree the proposed process for monitoring, updating and reporting on the progress of the Plan detailed in section 5 of this report.

3 Implications and Impact Assessment

Implication	Commentary
<p>Financial:</p>	<p>Adoption of the Delivery Plan has the following financial implications.</p> <p>Revenue budgets</p> <p>The majority of projects to be delivered by Shaw House and the Museum will be funded through existing budget allocation.</p> <p>Cross service projects will be delivered through a combination of revenue budgets e.g. Public Health and Wellbeing, Economic Development, Education Service, and external funding.</p> <p>Cross service and external partner projects will be delivered through either:</p> <ul style="list-style-type: none"> (a) a combination of revenue budgets and external funding (b) external funding <p>Where relevant, applications to council funds will be made, including for ‘seed’ or match funding to enable the council to bid for external funds</p> <p>The Council’s Project Management Methodology (PMM) and forward planning will be used for relevant projects, to seek the required additional funding through the budget setting process. The Culture and Leisure Programme Board provides the governance for this area of work and will have an overview of any financial implications as delivery progresses.</p>

Cultural Heritage Strategy Delivery Plan (2021-2026)

	<p>For the development and delivery of a West Berkshire Cultural Education Partnership (LCEP) a key project included in the Delivery Plan, a total of up to £160k of external funding has been offered. This is broken down as:</p> <p>£10k, Arts Council England for Phase I.</p> <p>Up to £50k per annum for three years from Greenham Trust (pending) for Phase II.</p> <p>Funding from Greenham Trust is conditional on match funding from the council. The council has allocated £50k from Contain Outbreak Management Fund (COMF) for year 1. The council would be required to contribute up to £50k per annum for the financial years 2023/24 and 2024/25. To note: Should the council approval a contribution lower than 50k per annum for years 2023/24 and 2024/25, there is potential to negotiate a proportional reduction in match funding from Greenham Trust.</p> <p>A bid for Council Revenue funding has been made to fund a fixed term post with the sole purpose of delivering the approved 10 year Cultural Heritage Strategy for a 3 year period in line with the duration of the Delivery Plan. Delivery is currently being undertaken by a member of staff on a casual contract.</p> <p>Melanie Ellis 10.8.22</p>
Human Resource:	Delivery of some actions in the Delivery Plan require additional resource.
Legal:	It is not envisaged that there are any legal implications for the Delivery Plan.
Risk Management:	<p>Where relevant project's included in the Delivery Plan will be assessed and risks managed.</p> <p>Risks associated with the implementation of the Delivery Plan will be overseen by the Culture and Leisure Programme Board</p>
Property:	n/a
Policy:	The Delivery Plan sets out how over the period of 2021 – 2026 and beyond, the 10 year Cultural Heritage Strategy will be realised. This is one of a number of strategies which contributes to fulfilling the aspirations set out in the West

	<p>Berkshire 2036 Vision, which itself is a key component of the council's policy making in the years to 2036.</p> <p>The 10 year Cultural Heritage Strategy and accompanying Delivery Plan aligns and links with a range of other council strategies. These are indicated in the Delivery Plan.</p> <p>It is anticipated, that as other council strategies and plans are developed, further links will be made. This includes the Leisure Strategy, and the West Berkshire Library Service Review and resulting Plan.</p>			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			This Delivery Plan has a strong emphasis on increasing access to, and engagement with cultural heritage. A proportion of projects have a particular focus on those with protected characteristics.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	X			This Delivery Plan has a strong emphasis on increasing access to, and engagement with cultural heritage, training and mentoring opportunities, and reducing health inequalities. A proportion of projects have a particular focus on those with protected characteristics.
Environmental Impact:	X			Projects in the Cultural Heritage Strategy Delivery Plan will be undertaken where required, in consultation with the Environment Service.
Health Impact:	X			This Plan has a strong Health and Wellbeing component, with projects which focus on improving the Health and Wellbeing outcomes for people within the District.

Cultural Heritage Strategy Delivery Plan (2021-2026)

ICT Impact:		X		There is not a significant impact on ITC Services from the Cultural Heritage Strategy Delivery Plan. Where projects have a requirement that involves this Service this will be highlighted to the relevant Boards.
Digital Services Impact:		X		This Plan includes some projects which may require the support of Digital Services. As necessary this will be highlighted to the relevant Boards.

<p>Council Strategy Priorities:</p>	<p>X</p>		<p>This Plan will contribute to the following Council priorities:</p> <p>Enhance the arts, culture and leisure offering of the District: Implement the West Berkshire Cultural Heritage Strategy to improve access for all and promote health and wellbeing. Identify and deliver projects which support the 6 strategic themes in the strategy to improve the arts, culture and the local heritage.</p> <p>Support businesses to start, develop and thrive in West Berkshire through partnership working, joint applications for funding and securing inward investment. To develop cultural heritage tourism to increase spend and support economic development, and the day and night time economy.</p> <p>Improve the Health & Wellbeing of our residents by increasing participation in physical activities, for example. Creative and Heritage Health Walks.</p> <p>Improve mental health and wellbeing by increasing participation in projects for example Links to Thrive - Creative Social Prescribing.</p> <p>Support engagement in education, employment or training and life-long learning including through the development of a West Berkshire Cultural Education Partnership, mentoring and training opportunities, including those who are currently underrepresented in the cultural heritage sector.</p> <p>Minimise the impact on the environment when delivering our services by ensuring that the recommendations of the Environment Strategy that relate to activity, are supported and adopted.</p> <p>Expand our work with partner organisations and communities to improve services for local residents and to tackle inequalities, through a range of projects</p>
--	----------	--	--

Cultural Heritage Strategy Delivery Plan (2021-2026)

				set out in the Delivery Plan including activities at the Museum, Shaw House, and with partners.
Core Business:	X			<p>The successful implementation of the Plan should positively support the council's core business.</p> <p>Developing projects which engage people in culture, and enhance the arts, culture and leisure offering of the district, with joint actions to be planned and delivered with the Library Service and emerging Leisure Strategy and Delivery Plan.</p> <p>Supporting education through the development of projects and a West Berkshire Cultural Education Partnership</p> <p>Ensuring the wellbeing residents across a wide demographic through a range of partnership projects.</p> <p>Economic development through supporting the sustainability of our cultural heritage organisations, businesses, and individual arts/heritage professionals. Developing a cultural heritage tourism offer.</p>
Data Impact:		X		It is not envisaged that there will be a data impact resulting from the Cultural Heritage Strategy Delivery Plan (2021 – 2026).

<p>Consultation and Engagement:</p>	<p>The development of the Delivery Plan reflects the partnership approach outlined in the Strategy. It was developed in three phases (see below) to ensure engagement with key parties. This built on the consultation undertaken to inform the 10 year Cultural Heritage Strategy, this included public, partners, stakeholder, and town and parish council consultation.</p> <p>Cultural Heritage Strategy Delivery Board</p> <p>A temporary board was convened to input into the Delivery Plan. The Board included parish and town councils, representation from the culture and heritage, and voluntary sector.</p> <p>External Partner and Stakeholder Liaison</p> <p>External partners were engaged with to identify links with existing or planned projects, and consider options for new projects.</p> <p>Council Service Engagement and Liaison</p> <p>Identify opportunities to work jointly on existing and planned projects within the council, and consider options for new projects.</p> <p>Finance/Budgets: Melanie Ellis</p>
--	--

4 Executive Summary

- 4.1 The purpose of this report is to present the Cultural Heritage Strategy Delivery Plan (2021-2026) which incorporates changes in response to feedback received from a recent Council Leadership Team meeting, the Culture and Leisure Programme Board, and liaison with individual senior council officers and teams. It sets out the way in which the Delivery Plan will be monitored, updated and reported so that progress on project delivery can be tracked.
- 4.2 The Strategy covers a ten year life span. Initially the Delivery Plan covered the same time period, however, in order to make this a more manageable document, it was recommended by the previous Chief Executive of West Berkshire Council, Nick Carter, that it should be reduced to five years. The Delivery Plan reflects this decision.
- 4.3 This is the first time the Council has developed a Strategy and associated Delivery Plan which encompasses cultural heritage as defined by the Department of Digital Culture Media and Sport. The breadth of the definition is reflected in the Strategy and accompanying Delivery Plan. In brief, the definition covers arts, culture, and heritage in all its forms, including traditional arts, digital, publishing, design, literature, contemporary arts, performing arts, creative projects delivered in the community, arts and culture as a means of improving lives including health and wellbeing, social

cohesion, place making, and heritage – namely folklore, local stories and traditions, built heritage and the historic landscape.

- 4.4 The development of a Cultural Heritage Strategy Delivery Plan is particularly important at this time. It provides recognition of, and a clear commitment to, cultural heritage in its broadest sense, by the council. We know through feedback from locally based arts, culture and heritage organisations, this will assist them in their planning, and relations with bodies such as Arts Council England, and can be cited in for example, applications for funding. For example, both the Watermill Theatre and Newbury Corn Exchange are currently making applications to Arts Council England for National Portfolio Organisation status which secures funding for three years. These organisations have reported the council Strategy and Delivery Plan will strengthen their applications.
- 4.5 The approach to the development of the Delivery Plan has provided a platform for liaison with teams across the council, and an opportunity to work in a more joined up way, and should result in our maximising opportunities and resources.
- 4.6 The Delivery Plan takes a partnership approach, working with external partners and stakeholders, some which have been identified through the development of this Plan. It should be acknowledged this comes with potential complications and risks, however, through careful planning these can be mitigated to a greater extent.
- 4.7 The resourcing of actions in the Delivery Plan include projects which rely on securing external funding, with a contribution from the council as ‘seed’ or match funding. It should be noted, this is likely to result in some projects being adapted, where possible, to the sum of funds received, or not being realised. Through forward planning and risk management, the impact on project delivery can, in most instances, be mitigated.
- 4.8 There is no capacity within the Culture & Libraries Team to deliver the 10 year Cultural Heritage Strategy and Delivery Plan. A bid for Transformation Funding will be submitted to resource a fixed term post.
- 4.9 The proposed Delivery Plan is included in Appendix C. It will remain a ‘live’ document with progress monitored through a proposed Cultural Heritage Delivery Project Group, which will report to the Culture and Leisure Programme Board. This is outlined in section 5.

5 Supporting Information

Introduction

- 5.1 The purpose of this report is to highlight how the Cultural Heritage Strategy Delivery Plan (2021– 2026) has been developed, and to present the Plan for approval. Secondly, the report seeks agreement of the process for monitoring, updating and reporting progress in relation to the Delivery Plan.

Background

- 5.2 The 10 year Cultural Heritage Strategy was approved by the Executive on 14 January 2021. The accompanying Delivery Plan was then developed. The Plan covers a five year period (2021-2026), will be fully reviewed on an annual basis, and developed to

ensure the council delivers on the strategic themes and objectives cited in the 10 year Cultural Heritage Strategy.

Development of the Cultural Heritage Strategy Delivery Plan

- 5.3 A comprehensive Cultural Heritage Strategy Delivery Plan has been developed to facilitate the vision and aspirations set out in the 10 year Cultural Heritage Strategy. It provides a framework for actions which includes timescales, responsibilities, potential partners, potential funders, resource, measures, and links to council strategies and plans.
- 5.4 In order to provide a direct correlation with the Strategy, the Delivery Plan uses the six key themes identified in the strategy as the framework for setting out what will be delivered. The Plan takes a holistic approach with the vast majority of projects delivering on multiple strategic themes.
- 5.5 These are as follows:
- Sustainability
 - Health & Wellbeing
 - Education, Training and Employment
 - Access
 - Heritage and the Historic Environment
 - Economic Development
- 5.6 The Delivery Plan has been developed through three key phases in order to reflect the breadth and scope of the Cultural Heritage Strategy, the partnership and joined up working across the council approach to delivery.

Phase I: Cultural Heritage Strategy Delivery Board

A Cultural Heritage Strategy Delivery Board was temporarily established with a membership of representation from town and parish councils, arts and culture organisations, West Berkshire Voluntary Service, West Berkshire Heritage Forum, and West Berkshire officers and Members. The Board was chaired by Cllr. Howard Woollaston, Portfolio Holder, Leisure and Culture.

- 5.7 The purpose of the Board was to identify and propose existing and new projects for inclusion in the Plan. Following consideration, a selection of projects were approved.
- 5.8 The Cultural Heritage Strategy Delivery Board completed its agreed remit in September 2021.

Phase II: External Partner and Stakeholder Liaison

5.9 External partners and stakeholders were engaged in the development of the Delivery Plan. This was to identify links with non- council strategies, policies and plans, with existing and planned projects, and the development of new ones.

Phase III: Council Service Engagement and Liaison

5.10 Senior officers and teams across the council were consulted. Opportunities for joint working were identified for both existing projects and for new ones.

5.11 The overall approach taken to developing and delivering the Plan seeks to maximise existing resources, opportunities to secure external funding and investment, in order to deliver strategic aims and objectives.

Resource

5.12 Following feedback from the Council Executive and senior officers regarding the resourcing of the Delivery Plan, it should be noted, the realisation of a significant proportion of actions are either solely, or predominantly, dependent on successfully securing external funds with 'seed' or match funding from the council being required to support these funding bids.

5.13 It is important to recognise, given the impact of the pandemic on the cultural heritage sector, competition for funding is high. This may result in a proportion of projects being adapted, or not being delivered.

5.14 It should be noted that there is no capacity within the Culture and Libraries staff establishment to progress this Delivery Plan. Successful implementation of the Delivery Plan is dependent on the provision of Transformation Funding for a 3 year fixed term post to deliver the Cultural Heritage Strategy Delivery Plan (2021-2026).

Strategic Themes and Summary of Actions

5.15 The Delivery Plan sets out actions in six strategic themes below. However, it should be noted, the majority of projects deliver on multiple themes. This is indicated in the Plan.

Sustainability

5.16 The impact of the pandemic on the cultural heritage sector has been considerable, and the Strategy and Delivery Plan includes actions which aim to support the economic sustainability of organisations, small and medium enterprises, and individuals working in our district. This is also reflected in proposed actions to develop cultural heritage tourism.

Health and Wellbeing

5.17 The Strategy includes evidence that engaging in arts and cultural activity, and being in heritage settings and historic landscapes is beneficial to our health. The health and wellbeing of our communities has been impacted by the pandemic and many people participated in, or re-engaged with, creative activity which helped them through the pandemic, and connected people with each other during periods of lockdown reducing

social isolation. The Delivery Plan includes projects which aim to support and improve resident's health and wellbeing.

Education, Training and Employment

- 5.18 In developing the 10 year Cultural Heritage Strategy, evidence including that presented in the West Berkshire Vision 2036, and Council Strategy was considered. As a result, the Strategy recommended the council considered the formation of a West Berkshire Local Cultural Education Partnership (LCEP) to address identified issues.
- 5.19 Data suggests those children and young people from lower socio-economic backgrounds have been further disadvantaged as a result of the pandemic. This includes increased anxiety regarding school, transition through statutory education, and a negative impact on social and communication skills. These factors result in a decrease in school attendance, learning outcomes, and academic attainment, which can result in reduced opportunities through life. This is an area identified as potential priority project for a West Berkshire LCEP.
- 5.20 Work has been undertaken to explore the viability of a West Berkshire LCEP. Both within the council and externally there is support, and a group of core partners has been identified. Proposed projects have been identified with Education Services.
- An initial grant of £10k to establish a West Berkshire LCEP, undertake consultation, and develop a three year delivery plan, has been offered by Artswork (an Arts Council England Bridge Organisation with responsibility for engagement with children and young people in the South East).
 - Greenham Trust have offered up to £50k per annum for project delivery for an initial three year period. This conditional on match funding from the council.
 - £50k from the council's Contain Outbreak Management Fund (COMF) has been allocated for year one. . The council would be required to contribute up to £50k per annum for the financial years 2023/24 and 2024/25. It may be possible to negotiate the proposed match funding, with a reduced financial commitment from the council and proportional reduction from Greenham Trust.
 - To note:
 - A condition of claiming the £10k from Artswork is a commitment from the council including financial support for the project.

Local Cultural Education Partnerships

- (a) There are 140 LCEP's nationwide. They involve collaborative working with a wide range of partners, including from the cultural, education, higher education, youth, health, criminal justice, voluntary, and commercial creative sectors.

LCEP's aim:

- (b) To increase children and young people's access to professional, high quality cultural opportunities, and to use a creative, arts based approach to engaging

children and young people to improve their lives, life chances, and tackle social issues such as health inequality.

- (c) Identify and respond to local need, providing a flexible approach to planning, delivery and evaluation, whilst benefitting from being part of a network across England.
- (d) Provide Continuous Professional Development and training opportunities for education, healthcare, and other professionals whose focus is working with children and young people.
- (e) LCEPs are supported by Arts Council England's network of Bridge Organisations, who provide developmental and strategic support relevant to their stage of development and need. They are the means by which Department of Digital Culture Media and Sport and Department for Education funds are made available to LCEP's. Artswork is the Bridge Organisation for the South East of England. Bridge Organisations are responsible for leading on the strategic delivery of arts and culture programmes for children and young people.

Access

- 5.21 The Delivery Plan includes a range of actions which aim to provide and increase resident's access to our districts cultural heritage, including greater representation of, and engagement with, the increasing diversity within our communities. Place-making and improved social cohesion through intergenerational community public art projects across our district are included in the Plan.
- 5.22 Mentoring and community engagement opportunities with those currently under represented in our offer with for example, the Museum, are to be introduced through the development of this Plan.

Heritage and the Historic Environment

- 5.23 The Delivery Plan in its original form, included a broader definition of 'heritage and the historic environment' in line with the Strategy, and projects under this heading reflected this. However, as a result of discussions with senior officers and external partners, the Delivery Plan was revised. The scope has been reduced to ensure projects within the Plan align with the remit of Culture & Libraries, which does not include, for example, undertaking or overseeing local listings, or updating the Heritage at Risk Register.
- 5.24 A number of projects including the above, were proposed by the West Berkshire Heritage Forum. Following consultation with colleagues in Development and Planning, it was agreed these would be removed from the Cultural Heritage Delivery Plan (2021-2026) and be progressed with the Development and Regulation Service. This is due to the nature of these projects which fall, as with other local authorities, within the remit of the Development and Regulation Service. For clarification, this was communicated to the West Berkshire Heritage Forum by the Leader of the Council on 25 February 2022.
- 5.25 Heritage projects not included above, are in the actions in the Delivery Plan either as 'stand-alone' actions, or ones which cover multiple strategic themes. Through these projects we aim to recognise, celebrate, and engage people with our districts heritage.

This ensures within the council we are responding to the strategic theme Heritage and the Historic Environment cited in the 10 year Cultural Heritage Strategy.

Economic Development

- 5.26 Given the wealth of cultural heritage across the district, our proximity to London, Oxford, and the South East coast, West Berkshire is well placed to develop a strong tourism offer. This brings with it the potential to generate inward investment through for example, Visit England/Visit South East initiatives, and an uplift in spend within our district through increased visitor numbers. The benefits of which positively impact local businesses and residents through contributing to the day and night time economy across the district.
- 5.27 It is envisaged that through the Delivery Plan, there will be further opportunities to develop projects across the Service, including those with newly identified partners, and as a result be better placed to secure external funding.
- 5.28 As other council plans are developed, there will be opportunities to work jointly. For example, the Leisure Strategy Delivery Plan, where there is crossover with physical activity such as participation in dance which takes place in arts and non-arts settings, across ages, abilities, and backgrounds.
- 5.29 On completion of the West Berkshire Council Library Service Review, further opportunities to work collaboratively to meet joint strategic objectives will be explored and developed. This approach has begun, resulting in for example, the use of branches for Links to Thrive sessions, an arts on prescription programme, and the introduction of library service volunteering and/or involvement in activities once participation in time limited Links to Thrive sessions have ended.

Monitoring, Review and Progress Reporting

- 5.30 It is proposed that a new Cultural Heritage Task and Finish Group will be formed. This will comprise representatives of organisations who are directly involved in the planning and delivery of projects, and council officers from teams/departments working to develop and deliver projects at a specific time.
- 5.31 The purpose of the group is to plan and deliver projects specified in the Plan. Once a project has been completed, representatives of those organisations working to deliver the project will step down, unless they are involved in the planning and delivery of another Delivery Plan project. This will keep the group focussed and manageable.
- 5.32 The Cultural Heritage Task and Finish Group will report to the Culture and Leisure Programme Board but highlight reports may be required to other boards in the council's governance structure.
- 5.33 Progress of the Delivery Plan will be fully reviewed on an annual basis.
- 5.34 Where necessary, new projects may be added to the Plan to ensure we maximise opportunities which present themselves, whilst remaining focussed on the aims and objectives identified in the Strategy.

Cultural Heritage Strategy Delivery Plan (2021-2026)

- 5.35 The nature of partnership working inevitably means some projects will be delivered in collaboration with partners not listed in the Plan, as organisations review and change their strategic direction and plans.
- 5.36 Further cultural heritage activities and projects are highly likely to arise in the future and will be added to the Plan making it a 'live' document which requires regular monitoring.
- 5.37 Any significant changes, such as additions, deletions or significant changes to actions will be referred from the Cultural Heritage Task and Finish Group to the Culture and Leisure Programme Board for approval.

6 Other options considered

- 6.1 It is acknowledged that there were different methods which could have been used to develop the Delivery Plan, however, the process used was considered to be the most practical and effective given the approach required, resource and time scales available.

7 Conclusion

- 7.19 It is requested that the Executive endorse the Cultural Heritage Strategy Delivery Plan (2021-2026), and approves the process for monitoring, updating and reporting on the progress of the Delivery Plan.

8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment – Stage One
- 8.3 Appendix C – Cultural Heritage Strategy Delivery Plan (2021-2026)

Background Papers:

The Cultural Heritage Strategy was approved by the Executive on 14 January 2021. The [Cultural Heritage Strategy](#) is published on the council website.

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months

Cultural Heritage Strategy Delivery Plan (2021-2026)

Item is Urgent Key Decision

Report is to note only

Wards affected: The Cultural Heritage Strategy Delivery Plan (2021-2026) will have impacts across the District

Officer details:

Name: Nicola Peacock
Job Title: Culture and Libraries Projects Manager
Tel No: n/a
E-mail: Nicola.Peacock2@west.berks.go.uk

Document Control

Document Ref:	EX4120	Date Created:	17.06.2022
Version:	11	Date Modified:	1.09.2022
Author:	Nicola Peacock		
Owning Service	Culture & Libraries/Communities and Wellbeing		

Change History

Version	Date	Description	Change ID
1			
2			

Appendix A

Equality Impact Assessment (EqIA) - Stage One

What is the proposed decision that you are asking the Executive to make:	To approve the Cultural Heritage Strategy Delivery Plan and the process for reviewing, monitoring and reporting.
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Name of Budget Holder:	Felicity Harrison
Name of Service/Directorate:	People
Name of assessor:	Nicola Peacock
Date of assessment:	21.04.2022
Version and release date (if applicable):	

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	New or proposed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input type="checkbox"/>	Already exists and is being reviewed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To have an approved Cultural Heritage Strategy Delivery Plan.

Objectives:	To plan and co-ordinate projects designed to deliver the Cultural Heritage Strategy and vision.
Outcomes:	To use our districts cultural heritage to improve the lives of residents, support and develop professional culture and heritage organisations and businesses.
Benefits:	Beneficiaries are residents, cultural heritage organisations and businesses, the wider business sector.

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?

Group Affected	What might be the effect?	Information to support this
Age	Positive	In response to public, partner and stakeholder engagement undertaken to develop the Strategy, the Delivery Plan includes projects which specifically target this group in order to meet a current gap in provision and identified need. Each project will be monitored and evaluated to determine whether the objective has been met.
Disability	Positive	In response to public, partner and stakeholder engagement undertaken to develop the Strategy, the Delivery Plan includes projects which specifically target this group in order to meet a current gap in provision and identified need. Each project will be monitored and evaluated to determine whether the objective has been met.
Gender Reassignment	Positive	In response to public, partner and stakeholder engagement undertaken to develop the Strategy, the Delivery Plan includes projects which specifically target this group in

Cultural Heritage Strategy Delivery Plan (2021-2026)

		order to meet a current gap in provision and identified need. Each project will be monitored and evaluated to determine whether the objective has been met.
Marriage and Civil Partnership	None	The Delivery Plan is unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Pregnancy and Maternity	None	The Delivery Plan is unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Race	Positive	In response to public, partner and stakeholder engagement undertaken to develop the Strategy, the Delivery Plan includes projects which specifically target this group in order to meet a current gap in provision and identified need. Each project will be monitored and evaluated to determine whether the objective has been met.
Religion or Belief	None	The Delivery Plan is unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Sex	None	The Delivery Plan is unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Sexual Orientation	Positive	In response to public, partner and stakeholder engagement undertaken to develop the Strategy, the Delivery Plan includes projects which specifically target this group in order to meet a current gap in provision and identified need.

		Each project will be monitored and evaluated to determine whether the objective has been met.
Further Comments:		
The Delivery Plan contains a wide range of projects and actions. It is considered appropriate that a review of equalities takes place as part of the project development and project management stages of relevant actions and projects. This will ensure that, at a more detailed level, individual actions are in line with equalities legislation.		

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name: Nicola Peacock

Date: 20.04.2022

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	People
Service:	Communities and Wellbeing
Team:	Culture and Libraries
Lead Officer:	
Title of Project/System:	Cultural Heritage Strategy Delivery Plan
Date of Assessment:	21.04.2022

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “ data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No
Will your project/system involve CCTV or monitoring of an area accessible to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using the data you collect to match or cross-reference against another existing set of data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using any novel, or technologically advanced systems or processes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>		

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.