

## RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER OR OFFICER

This form can be used for any decision but **MUST** be used to record:

- any decision taken by the Elected Mayor or an individual Councillor
- a key decision taken by a Council Officer

In these circumstances the form must be completed and passed to the Head of Members' Services no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Head of Members' Services has confirmed the decision has not been called in.

**1. Description of decision**

To accept a grant of £60,000 from the Heritage Lottery Fund.

To agree the *Bedford's Different Pasts, Shared Future* project budget and plan, enabling the funding to be used for:

- Transcribing and editing oral histories and collecting additional oral histories of people who have migrated to Bedford;
- An exhibition representative of Bedford's refugees, asylum seekers and migrants, consisting of oral histories and objects collected;
- Engaging new audiences through a mobile display visiting community locations;
- Developing a curriculum resource for schools;
- Employing a Project Co-ordinator for a period of one year to deliver the above.

**2. Date of decision**

16<sup>th</sup> June 2017

**3. Reasons for decision**

The Higgins Bedford has developed a set of priorities based around themes of governance; management and funding; and community and collections. *Bedford's Different Pasts, Shared Future* project fits within the community and collections priority. The Higgins Bedford has been undergoing a process of transformation and renewal with a focus on ensuring that the museum is regarded as a community hub and one that reflects the culture and heritage of all local communities and the diversity of Bedford Borough. This project builds on the work being undertaken with the support of HLF Transition Funding and Arts Council England Museum Resilience Funding to develop partnerships with community organisations to co-create exciting and contemporary events and exhibitions, and to expand the museum's community engagement programme. This project will help the museum to reflect the diversity of Bedford by sharing the stories and cultures of people who have settled here.

**4. Alternatives considered and rejected**

The alternative was not to accept the funding. This was rejected as without this additional funding, it will not be possible to maximise the impact and reach of The Higgins' work in this area through developing its collections so they are representative of local communities, engaging a wider audience through the community engagement programme (including the mobile display), and developing a school curriculum resource.

**5. How decision is to be funded**

The decision is to accept an HLF grant of £60,000, which represents 100% of the eligible project costs.

**6. Conflicts of interest**

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

N/A

Signed Don Hodgson Date 16/6/2017 Name of Decision Taker The Mayor

**This is a public document. A copy of it must be given to the Service Manager (Committee & Administrative Services) as soon as it is completed.**

Date decision published: 19th June 2017

Date decision can be implemented if not called in: 28th June 2017

(Decision to be made exempt from call in.....~~YES~~ or NO.....)

## **Bedford Borough Council – Report to Mayor**

**June 2017**

**Report by:** Head of The Higgins Bedford

**Subject:** ACCEPTANCE OF A GRANT FROM THE HERITAGE LOTTERY FUND FOR *BEDFORD'S DIFFERENT PASTS, SHARED FUTURE* PROJECT

### **1. Executive Summary**

- 1.1 The purpose of this report is to request approval to accept a grant from the Heritage Lottery Fund of £60,000. The grant is intended to deliver a project *Bedford's Different Pasts, Shared Future*, which aims to record, interpret and share the heritage of refugees, asylum seekers and other migrants living in Bedford.

### **2. Recommendations**

#### **2.1 That the Mayor consider and, if satisfied,**

- a) accepts a grant of £60,000 from the Heritage Lottery Fund;
- b) agrees the *Bedford's Different Pasts, Shared Future* project budget and plan (see Appendix A and B), enabling the funding to be used for:
  - (i) Transcribing and editing oral histories and collecting additional oral histories of people who have migrated to Bedford;
  - (ii) An exhibition representative of Bedford's refugees, asylum seekers and migrants, consisting of oral histories and objects collected;
  - (iv) Engaging new audiences through a mobile display visiting community locations;
  - (v) Developing a curriculum resource for schools;
  - (vi) Employing a Project Co-ordinator for a period of one year to deliver the above.

### **3. Reasons For Recommendations**

- 3.1 The Higgins Bedford aims to be a sustainable, resilient, vibrant and dynamic museum which works both with and for its communities. A set of priorities has been developed based around themes of governance, management and funding, and community and collections, which are central to achieving this vision.
- 3.2 The *Bedford's Different Pasts, Shared Future* project fits within the community and collections priority. The Higgins Bedford has been undergoing a process of transformation and renewal with a focus on ensuring that the museum is regarded as a community hub and one that reflects the culture and heritage of all our communities and the diversity of Bedford Borough. This project builds on the work being undertaken with the support of HLF Transition Funding and Arts Council England Museum Resilience Funding to develop partnerships with community organisations to co-create exciting and contemporary events and exhibitions, and to expand the museum's community engagement programme.
- 3.3 Bedford is a town of migration and was highlighted in a recent report from the Institute for Public Policy Research as a town of relative social cohesion. This project will help the museum to reflect the diversity of Bedford by sharing the stories and cultures of people who have settled here, engaging a wider audience with this aspect of the Borough's heritage and by extension promoting empathy, understanding and social cohesion.

### **4. Key Implications**

- 4.1 The implications in accepting the grant offer with regard to any legal, policy, resource, risk, environmental or equality issues have been considered as follows:

#### Legal Issues

- 4.2 There are no particular issues but the Council will need to comply with the HLF's standard terms of grant and will be required to monitor and report on progress and performance.

#### Policy Issues

- 4.3 The recommendation furthers the aims and objectives of the approved service Forward Plan (2015-18), which in turn is based on wider Council priorities.

- 4.4 The project forms part of a wider transformation programme designed to embed The Higgins Bedford at the heart of the local community. This supports areas of the Sustainable Community Strategy, including:  
*To encourage and support more people... to take on civic roles and volunteer within their communities.*  
*To encourage and enable more people to participate in local arts, culture and sporting activities.*

#### Resource Implications

- 4.5 The HLF grant represents 100% of the total eligible project cost of **£60,000**. The project budget is included at Appendix A.
- 4.6 It is recognised that project management will need to be resourced and there will be reporting and management requirements associated with the funding. This will include timescales for delivery of the project elements, which are set out in the project plan at Appendix B.
- 4.7 Additional staffing capacity (for a period of 12 months) will be covered by the grant by recruiting a full time Project Co-ordinator to deliver the project with a budget for sessional workers as required.

#### Risk Implications

- 4.8 Acceptance of the grant will commit the Council to undertaking the work forming the funded project.
- 4.9 If the acceptance of the grant is not approved, the Council will have to reject the offer of grant funding from the Heritage Lottery Fund and not proceed with the work forming part of this project.

#### Environmental Implications

- 4.10 There are no environmental implications identified in accepting the grant offered.

#### Equalities Impact

- 4.11 In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

- 4.12 A relevance test for equality has been completed. The equality test determined that the activity has clear relevance to Bedford Borough Council's duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- 4.13 An Equality Analysis has been completed (Appendix C). The funding from the HLF will enable The Higgins Bedford to take work already in development out into local communities. A far wider audience (e.g. via schools, community organisations and venues, faith groups, workplaces, colleges/training centres, etc) will be able to experience the stories of refugees, asylum seekers and other migrants, and engage with the associated display. The activity will have a positive impact on people who have protected equality characteristics (e.g. race, religion or belief) and who experience other disadvantage (e.g. socio-economic disadvantage) by providing opportunities for the heritage of refugees, asylum seekers and other migrants to be interpreted and shared with this wide audience. This will aid delivery of all three aspects of the equality duty, particularly fostering good relations but also helping to contribute to tackling the potential for discrimination, harassment and victimisation, and advancing equality of opportunity for diverse communities.

## **5. Details**

- 5.1 This project builds on work delivered during 2016 through the *Objects from Distant Lands* project when refugees and other migrants shared objects from their countries of origin, including Syria, Palestine, Somalia and The Gambia. The Higgins Bedford worked closely with Bedford Refugee and Asylum Seeker Support (BRASS) to create a display and hold a launch event and a learning event for schools and families.
- 5.2 In 2017 the project has moved from 'objects' to 'voices' and a key part of the project has been the collection of oral histories from people who have settled in Bedford from countries including Syria, Rwanda, Eritrea, Iraq, Palestine, Ireland, Spain and Poland. An artwork inspired by the objects that have been shared is also being created by volunteers from The Higgins Bedford and BRASS. The partnership has also extended to include the University of Hertfordshire History Department, which has trained staff and volunteers in collecting oral histories and facilitating people to share their stories. Music in Detention, hosted locally by Bedford Creative Arts, is also involved in the work.
- 5.3 In accepting the HLF funding, the Council are agreeing to the following approved purposes for the grant:
- Transcribe and edit oral histories of refugees, asylum seekers and other migrants who have settled in Bedford that were collected prior to this project, and collect additional oral histories including filming. These will be added permanent collections of social history at the museum.

- Enhance a display representative of Bedford's refugees, asylum seekers and migrants (which will be launched during Refugee Week 2017) with objects, a tapestry created by project participants, and oral histories available through mobile soundposts.
- Engage new audiences with a mobile display that will travel to different community groups and through a community engagement programme over 12 months from June 2017. This will include engagement with schools, community organisations and venues, faith organisations, residents' associations, workplaces and training centres.
- Develop a curriculum resource for schools.
- Ensure a comprehensive evaluation of the project to assess its impact.
- Employ a full-time project worker for 12 months to deliver the project, with an associated budget for sessional workers.

5.4 The HLF grant represents 100% of the total eligible project costs. The effect of the grant funding not being accepted is that the work being undertaken in this area will have limited impact and will not be available to a wide audience: it will not be possible to build on The Higgins' collections of oral histories representative of this section of the community, enhance the display with oral histories and other content, or to engage a wider audience by touring the work to community locations and creating a curriculum resource. The project also fits well with the work currently being undertaken with ACE Museum Resilience funding, a key aim of which is to identify mechanisms for audiences to engage with museum collections and their wider heritage through outreach activity.

## **6. Summary Of Consultations And Outcome**

6.1 The following Council units or Officers and/or other organisations have been consulted in preparing this report:

Executive Director of Environment & Sustainable Communities  
Assistant Director Environment, Regulatory and Recreational Services

6.2 No adverse comments have been received.

*Report Contact Officer:*                      *Tom Perrett*  
   *Head of The Higgins Bedford*

*The Higgins Bedford  
Castle Lane  
Bedford MK40 3XD  
Tel: 01234 276313  
tom.perrett@bedford.gov.uk*

*File Reference:* N/A

*Previous Relevant Minutes:* None

*Background Papers:* None

*Appendices:*  
*Appendix A – Project budget*  
*Appendix B – Project plan*  
*Appendix C – Equality Analysis*



<b>Cost Heading</b>	<b>Description</b>	<b>Total (£)</b>
New Staff	Full time project co-ordinator for one year	25,200.00
Recruitment	Costs of recruitment through external advertising	900.00
Cost of producing learning materials	Cost of learning resource development and production	4,000.00
	Promotion of project through numerous events, advertising, digital media	12,000.00
Publicity and promotion		
Evaluation	Cost of external facilitated evaluation	1,800.00
Contingency	Contingency of project budget	3,000.00
	Costs for mobile display incl. sound post, hard drive and permanent display	9,000.00
Equipment and materials		
Expenses for volunteers	Expenses for project volunteers (subsistence)	500.00
Travel for volunteers	Travel for volunteers to outreach/learning events	800.00
Training for staff	Cost of staff training for project work throughout year	1,000.00
Other	Sessional worker fees	1,800.00
<b>Total</b>		<hr/> 60,000.00

## Project plan - Bedford's Different Pasts, Shared Future

When?	What?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
<i>Give us the dates you expect the activity to start and end. Please list your activities in chronological order.</i>	<i>List the individual activities you will do to achieve your project outcomes. Use target numbers where possible.</i>	<i>Tell us where the activity will take place.</i>	<i>Tell us who will be responsible for managing the activity (for example, project officer, young people, or a named partner organisation).</i>	<i>Tell us who the activity is aimed at (for example, a particular group of people, local schoolchildren, visitors to a museum etc.).</i>	<i>Explain in detail what you will achieve by doing the activity.</i>
<b>1) Phase 1: June 2017: Planning and delivery of Refugee Week 2017 and Bedford's Different Pasts, Shared Future</b> <ul style="list-style-type: none"> <li>Interpretation of tapestry, oral histories, delivery of launch events and <b>planning community engagement phase</b> (comprehensive list of community organisations, schools etc.).</li> <li>Coordinator will need to work with schools and community organisations to find out what will work best for the audience; develop a timetable for delivery. Recruitment of sessional workers from refugee and asylum seeker communities.</li> <li>Agree evaluation outcomes</li> </ul>					
June 2017	<b>Staffing</b> <ul style="list-style-type: none"> <li>Recruitment and appointment of Co-ordinator</li> </ul>	The Higgins Bedford	Head of The Higgins Bedford/ Project Lead/ Bedford Borough Council HR	<ul style="list-style-type: none"> <li>The Higgins Bedford</li> </ul>	<p>The appointment of the Co-ordinator is essential for delivering the activity.</p> <p>The Head of The Higgins and the Project Lead will oversee this process to ensure that the correct candidate is appointed.</p>
June 2017	<b>Activity planning</b> <ul style="list-style-type: none"> <li>Development and agreement of <b>Bedford's Different Pasts, Shared Future</b> project plan</li> <li>Establishment of project team</li> <li>Recruitment of volunteers to support activity</li> <li>Recruitment of new partners and community organisations</li> </ul>	The Higgins Bedford	Project Lead/ Project Co-ordinator/ The Higgins team/ BRASS/ University of Hertfordshire	<ul style="list-style-type: none"> <li>The Higgins Bedford</li> <li>BRASS</li> <li>University of Hertfordshire</li> </ul>	<p>This planning stage will formally establish the project team and conduct the initial work to deliver the project successfully.</p> <p>The Project Lead will oversee and sign off the project plan in agreement with partners.</p>
June 2017	<b>Compilation and interpretation of oral histories</b> <ul style="list-style-type: none"> <li>Transcription of oral histories by volunteers</li> <li>Editing of oral histories</li> <li>Further collection of oral histories including filming</li> <li>Development of resources for museum and community eg. mobile soundposts, translated materials</li> </ul>	The Higgins Bedford/ University of Hertfordshire	Keeper of Social History/ Project Co-ordinator. Bedford College	<ul style="list-style-type: none"> <li>Identified communities</li> <li>General visitors</li> <li>Local schoolchildren</li> </ul>	The development of oral history resources is essential for our community outreach work. Working in consultation with our partners, the Keeper of Social History and the Project Co-ordinator will establish appropriate resources for identified communities.
June 2017	<b>Marketing and promotion of Refugee Week</b> <ul style="list-style-type: none"> <li>Development and delivery of</li> </ul>	Bedford	Project Lead/ Project Co-ordinator/ Development &	<ul style="list-style-type: none"> <li>Identified communities</li> </ul>	This activity will allow us to vastly extend our marketing and promotional activity for this project. We will be able to develop bespoke resources and reach into identified communities. This promotional activity is essential for

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	<ul style="list-style-type: none"> <li>marketing plan</li> <li>Development of content for social media, website, blog, printed materials, press releases, digital advertising</li> <li>Allocation of volunteers to support activity</li> <li>Communications with partners and community groups to increase reach</li> </ul>		Engagement Officer	<ul style="list-style-type: none"> <li>General visitors</li> <li>Local schools</li> <li>Participants</li> <li>Volunteers</li> <li>Key stakeholders including national organisations</li> </ul>	engaging these audiences with the project and the work of The Higgins.
June 2017	<b>Curation of Refugee Week display</b> comprising tapestry project, objects and oral histories <ul style="list-style-type: none"> <li>Development of materials and interactive elements</li> </ul>	The Higgins Bedford	Keeper of Social History Volunteers	<ul style="list-style-type: none"> <li>Identified communities</li> </ul>	Working with volunteers and partners, the Keeper of Social History will develop a display that is representative of Bedford's refugees, asylum seekers and migrants. This is vital to demonstrate our commitment to working for and with our communities.
June 2017	<b>Refugee Week 2017</b> <ul style="list-style-type: none"> <li>17 June 2017 - Launch event at The Higgins Bedford during Refugee Week</li> <li>20 June 2017 – Primary &amp; secondary schools learning event</li> </ul>	The Higgins Bedford	Project Lead/ Project Co-ordinator/Volunteers  Learning & Outreach Officer	<ul style="list-style-type: none"> <li>Identified communities</li> <li>General visitors</li> <li>Children and young people</li> <li>Wider communities</li> <li>Key stakeholders</li> </ul>	This series of events will promote Refugee Week to a wide audience and formally launch the <i>Bedford's Different Pasts, Shared Future</i> project to our communities.
<b>Phase 2: July 2017 – December 2017: Community Engagement and Outreach phase:</b> <ul style="list-style-type: none"> <li>Comprehensive delivery to as wide a range of community organisations and schools as possible.</li> <li>Schools phase will be Sept – Dec 2017 – mix of schools coming to museum but main focus will be outreach.</li> <li>Ensure that major celebration events are focussed on – Diwali, Eid, Hanukkah, etc.</li> <li>Record keeping will be essential on numbers and also collecting feedback on the day of events/outreach.</li> </ul>					
July 2017 – March 2018	<b>Community engagement and outreach work begins</b>  Sequence of events using mobile display including soundposts and translated materials, targeting	Bedford	Project Co-ordinator	<ul style="list-style-type: none"> <li>Identified communities</li> <li>Children and young people</li> </ul>	This is the principal part of our project activity and cannot be delivered without the Project Co-ordinator. Through this work we aim to: <ul style="list-style-type: none"> <li>Encourage people to learn about this heritage through outreach into new communities</li> <li>Challenge perceptions of refugees, migrants and asylum seekers</li> </ul>

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	specific audiences ie. <ul style="list-style-type: none"> <li>• Places of worship</li> <li>• Faith organisations</li> <li>• Saturday schools – eg Islamic school, Polish school</li> <li>• BRASS</li> <li>• PBIC</li> <li>• Italian societies</li> <li>• Bedford Language Centre</li> <li>• African and Caribbean organisations</li> <li>• BedPop</li> <li>• Local arts and history societies</li> <li>• Parish Councils</li> <li>• WIs</li> <li>• Trade Unions</li> <li>• Youth organisations – eg Uprising</li> <li>• Training centres</li> <li>• Workplaces</li> <li>• Bedford College</li> <li>• Community Events eg Diwali, Eid, Hanukkah,</li> <li>• Work with Bedford Borough Council community engagement team and Bedford Council for Voluntary Services to identify comprehensive list (see list already developed by Volunteer Coordinator as starting point</li> <li>• Event at the University of Hertfordshire/ University of Bedfordshire/Bedford College to engage students</li> <li>• Bedford Market Stalls/</li> <li>• Resident associations</li> <li>• U3A</li> <li>• monthly Bedford Handmade</li> </ul>				<ul style="list-style-type: none"> <li>• Engage new audiences with this heritage</li> <li>• Recruit new volunteers from these communities.</li> </ul> <p>These additional materials will allow us to reach new communities that are identified by our promotional work. It is our intention that the project will begin a dialogue with communities beyond those identified in the parameters of the project.</p>

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	Market event <ul style="list-style-type: none"> <li>Stall at Bedford High Street Festival/Love Bedford Day</li> <li>Stall at Chill in the Park, Kempston</li> <li>Events at identified community centres, health centres, libraries.</li> </ul> Development of additional support materials identified through initial work.				
July 2017 – December 2017	<b>Learning resource</b> <ul style="list-style-type: none"> <li>Development of resource from July – August 2017 in collaboration with local schools</li> <li>Pilot resource September – November 2017</li> </ul>	The Higgins Bedford/ schools in Bedfordshire	Project Co-ordinator/ Learning & Outreach Officer/ OCR	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Local schoolchildren</li> </ul>	The development of the resource will allow us to deliver a learning tool that is relevant to Bedford and its communities. This will support the teaching requirement of provide teaching that includes different ethnic minority viewpoints and will engage a new audience with this heritage. By working collaboratively with local schools and OCR, we will ensure that this resource is both curriculums ready and relevant to our audiences.
<b>Phase 3: Evaluation and celebration: Jan 2018 – April 2018:</b> <ul style="list-style-type: none"> <li>Thorough evaluation drawing on data collected during phase 2 plus interviews with key stakeholders.</li> <li>Evaluation/celebration event to thank everyone and plan for RW18.</li> </ul>					
January 2018 – March 2018	<b>Learning resource</b> <ul style="list-style-type: none"> <li>Formally launch resource in January 2018</li> <li>Deploy widely in Bedford's schools</li> </ul>	The Higgins Bedford/ schools in Bedfordshire	Project Co-ordinator/ Learning & Outreach Officer	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Local schoolchildren</li> </ul>	Having tested the resource, we will be able to successfully deploy it to a wide audience in Bedfordshire.
January 2018	Planning commences for Refugee Week 2018	The Higgins Bedford	Project Lead/ Project Co-ordinator/	<ul style="list-style-type: none"> <li>Identified communities</li> <li>General visitors</li> <li>Children and young people</li> </ul>	By beginning the planning for June's Refugee Week with our communities, we will create a sustainable plan for the project and one that incorporates the perspectives of our communities.  We will work with the new groups we have engaged and use our growing network of community centres, groups and organisations to engage people.

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February 2018	Planning commences for tapestry and oral histories join permanent collection .	The Higgins Bedford	Keeper of Social History	<ul style="list-style-type: none"> <li>Identified communities</li> <li>General visitors</li> </ul>	Working with volunteers and partners, the Keeper of Social History will ensure that the display is appropriately incorporated within The Higgins.
March 2018 – April 2018	<b>Project evaluation</b> <ul style="list-style-type: none"> <li>Review of project plan</li> <li>Commission evaluation of identified communities/ general visitors.</li> </ul>	The Higgins Bedford/ Bedford	Project Lead/ Project Co-ordinator/ external evaluator	<ul style="list-style-type: none"> <li>The Higgins Bedford</li> <li>BRASS</li> <li>University of Hertfordshire</li> <li>Partners</li> <li>Schools</li> <li>Identified communities</li> </ul>	We will evaluate the community outreach and learning elements of the project and identify strengths and weaknesses. This transparent process will ensure that we listen to and incorporate the views of our communities and that learnings are incorporated for future work.
April – May 2018	Project close and next steps <ul style="list-style-type: none"> <li>Share project evaluation with stakeholders</li> <li>Thank project participants</li> <li>Devise activity plan.</li> </ul>	The Higgins Bedford	Project Co-ordinator	<ul style="list-style-type: none"> <li>Partners</li> </ul>	We will agree next steps with our partners and key stakeholders to ensure a sustainable future for the heritage and supporting activity.

## Equality Analysis Report

<p><b>Title of activity / Budget Proposal title and number:</b></p> <p><b><i>Bedford's Different Pasts, Shared Future</i></b>  <b>Project at The Higgins Bedford</b>          (Relates to ED – Acceptance of a Heritage Lottery Fund grant)</p>	<p><b>Committee meeting (decision maker) and date</b></p> <p>Mayor</p>
<p><b>Service area</b></p> <p>Recreational Services – The Higgins Bedford</p>	<p><b>Lead officer</b></p> <p>Tom Perrett</p>
<p><b>Approved by</b></p> <p>Craig Austin, AD (ERRS)</p>	<p><b>Date of approval</b></p>
<p><b>Description of activity:</b></p> <p>The Higgins Bedford has been successful in an application to the Heritage Lottery Fund (HLF) for a grant of £60,000 to fund the continuation and expansion of a project to record, interpret and share the oral histories and heritage of refugees, asylum seekers and other migrants living in Bedford. The main focus of the project being funded will be community engagement, through working with local schools, community groups and locations, faith organisations, training locations and workplaces. The purpose of the project is to ensure the museum is continually updating its permanent collections to reflect the diverse cultures and heritage of local communities, and that this diverse heritage is represented in the museum's displays and through its community engagement programme.</p>	

## Relevance Test

1. The outcomes of the activity directly and significantly impact on people, e.g. service users, employees, voluntary and community sector groups.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2. The activity could / does affect one or more protected equality groups.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
3. The activity could / does affect protected equality groups differently.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
4. One or more protected equality groups could be disadvantaged, adversely affected or are at risk of discrimination as a result of the activity.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
5. The activity relates to an area where there are known inequalities.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6. The activity sets out proposals for significant changes to services, policies etc. and / or significantly affects how services are delivered.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
7. The activity relates to one or more of the three aims of the Council's equality duty.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
8. The activity relates to the Council's Corporate Plan objectives, is a significant activity and / or presents a high risk to the Council's public reputation.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
9. An equality analysis of this activity is required.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
This activity has no relevance to Bedford Borough Council's duty to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations. An equality analysis is not needed.				<input type="checkbox"/>
<b>Explanation why equality analysis is not needed</b>				

## Scope of equality analysis

<b>Who is / will be impacted by the activity's aims and outcomes?</b>	The entire community of Bedford Borough will have an opportunity to engage with this project which highlights the journeys and experiences of refugees, asylum seekers and other migrants (both recent and people who have settled here for many decades).
<b>Which particular protected equality groups are likely / will</b>	In particular, people from refugee, asylum seeker and other migrant communities will benefit as more of these histories and heritage will be shared with the wider Bedford community. So, people



<b>be affected?</b>	from BME communities, from particular faith groups and from areas of higher economic deprivation will benefit as the project will build understanding about diverse experiences and heritage. This will further enhance the recognised relatively good social cohesion in the town and a sense that Bedford's diversity is celebrated.
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### **Evidence, data, information and consultation**

<b>What evidence have you used to analyse the effects on equality?</b>	Bedford is more ethnically diverse than England overall: 28.5% of Bedford Borough's population is from a BME background according to the 2011 census and over 100 languages are spoken in the town. 41% of children aged 0-11 in England were from BME groups in 2011. Between 10 and 20% of the foreign born population in Bedford originally came to the town as asylum seekers or refugees. The recent IPPR report <i>Come Together' – Lessons from Bedford on reaching out to Britain's most isolated minorities</i> has been referenced as it specifically highlights Bedford as an example of a relatively socially cohesive town and provides examples of positive steps, such as multi faith forums, taken to celebrate diversity and foster inclusion and integration.
<b>What consultation did you carry out with protected equality groups to identify your activity's effect on equality?</b>	Since 2016, The Higgins Bedford has worked very closely with Bedford Refugee and Asylum Seeker Support (BRASS) to develop the project including working directly with refugee and asylum seeker communities to develop the project in 2016 and into 2017. Letters of support from a range of organisations including BRASS and also from individual refugees were submitted as part of the grant application to the HLF. There has been widespread support for the project from the individuals and organisations the museum is working with. The museum is a member of the Refugee Week Steering Group which plans and delivers activity each year. The group acts as a planning and consultative forum. The group includes other cultural venues such as The Place and The Quarry theatres and also the Bedford inter-faith group, the Council's Community Engagement Officer and Sports Development.
<b>What does this evidence tell you about the different protected groups?</b>	The evidence from the IPPR report demonstrates that Bedford has been a relative exemplar in modelling proactive actions to enhance social cohesion and inclusion of diverse communities – race and religion. This project will really add further value to this trajectory.
<b>What further research or data do you need to fill any gaps in your understanding of the potential or known effects of the</b>	The museum will commission an independent evaluation to assess the impact of the project coupled with internal evaluation and review. The evaluations will assess the extent to which the project has contributed to developing awareness and understanding for refugees, asylum seekers and other migrants as well as statistics on audience numbers reached and other feedback.

activity?	
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### **General Equality Duty**

Which parts of the general equality duty is the activity relevant to?			
	Eliminate discrimination, harassment and victimisation	Advance equality of opportunity	Foster good relations
Age			
Disability			
Gender reassignment			
Pregnancy and maternity			
Race	X		X
Religion or belief	X		X
Sex			
Sexual orientation			
Marriage & civil partnership			

### **Impact on equality groups**

Based on the evidence presented what positive and negative impact will your activity have on equality?				
	Positive impact	Negative impact	No impact	Explanation
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be a strong focus on the community engagement going into schools

				and colleges so there is an emphasis on younger generations building their understanding of Bedford's migration story and the diversity of heritage and culture in the town.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The project aims to build awareness and understanding thereby contributing to greater social cohesion and a sense of belonging and integration among Bedford's refugee and wider migrant community – so predominantly black and minority ethnic communities.
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The project aims to build awareness and understanding thereby contributing to greater social cohesion and a sense of belonging and integration among Bedford's refugee and wider migrant community. Recent migration has included people arriving from Iraq, Afghanistan, Syria and Somalia.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Other relevant groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact

### **Commissioned services**

<b>What equality measures will be included in Contracts to help meet the three aims of the general equality duty?</b>	The sums involved will not require ITT or PQQ but lower limits will require compliance with procurement policy. Commissioning of external support will require suppliers to demonstrate their track record on equality and diversity and suppliers will be required to demonstrate equality performance and compliance. This will include commissioning external evaluation; recruitment of a
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	full-time project coordinator for 12 months and sessional workers, including interpreters. The project co-ordinator will be expected to have a strong record in community engagement; equality and diversity and a job description was submitted to the HLF as part of the application.
<b>What steps will be taken throughout the commissioning cycle to meet the different needs of protected equality groups?</b>	As above.

### Actions

	What will be done?	By who?	By when?	What will be the outcome?
<b>Actions to lessen negative impact</b>	No negative impact anticipated			
<b>Actions to increase positive impact</b>	Delivery of the project according to agreed timescale and funding from HLF	The Higgins Bedford – Project Lead and Co-ordinator	As per timelines in the project plan	<ul style="list-style-type: none"> <li>The Council, through The Higgins Bedford, will strengthen its position as reflecting the diversity of the continually evolving community of the town.</li> <li>The Council, through The Higgins Bedford, will have contributed further to building social cohesion and a sense of inclusion for diverse communities.</li> </ul>
<b>Actions to develop equality evidence, information and data</b>	Data and feedback will be collected through the project cycle.	Project Co-ordinator	Ongoing through the cycle of the project	Positive quantitative and qualitative evidence of the beneficial impact of the project on social cohesion, good relations and a shared sense of inclusion.
<b>Actions to improve equality in</b>	N/A			

<b>procurement / commissioning</b>				
<b>Other relevant actions</b>				

### **Recommendation**

<b>No major change required</b>	<input checked="" type="checkbox"/>	
<b>Adjustments required</b>	<input type="checkbox"/>	
<b>Justification to continue the activity</b>	<input type="checkbox"/>	
<b>Stop the activity</b>	<input type="checkbox"/>	

### **Summary of analysis**

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

The funding from the HLF will enable The Higgins Bedford, as a local authority museum, to take work already in development out to our local communities through a major community engagement programme. A far wider audience (schools, community organisations and venues, faith groups, workplaces, colleges/training centres) will be able to hear the stories of refugees, asylum seekers and other migrants, engage with the associated tapestry project and view the display. Local people will also have the opportunity to share their stories as the project continues to evolve and develop. This project will aid delivery of all three aspects of the equality duty, particularly fostering good relations but also help to contribute to tackling the potential for discrimination, harassment and victimisation and also advancing equality of opportunity for diverse communities.

### **Monitoring and review**

<b>Monitoring and review</b>	<b>Review date</b>
There will be regular reporting to the HLF on delivery of the project. A copy will be made available to Senior Officers and the Portfolio Holder.	Full evaluation at the conclusion of the project – scheduled

	summer 2018
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