Archive Search Room Opening Hours
5 February to 12 March 2018
Consultation Questionnaire

We are seeking your views on proposed changes to the archive search room opening hours.

What information do you need before completing the questionnaire?
We recommend that you read the consultation document before filling in this questionnaire. All consultation material is available on our website kent.gov.uk/archivestorage.

This questionnaire can be completed on our website. Alternatively, fill in this paper form and return it via the drop box provided in the archive search room at the Kent History and Library Centre.

Please ensure your response reaches us by 6pm on Monday 12 March.

Alternative Formats: If you need this questionnaire or any of the consultation documents in an alternative format, please email alternativeformats@kent.gov.uk or call 03000 421553 (text relay service number: 18001 03000 421553). This number goes to an answering machine, which is monitored during office hours.

Privacy: Kent County Council collects and processes personal information in order to provide a range of public services. Kent County Council respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the Data Protection Act 1998.
Section 1 – About you

Q1. Are you responding…?
Please select the option from the list below that most closely represents how you will be responding to this consultation. **Please select one option.**

- As an individual
- As a representative of a local history / community group
- On behalf of an educational establishment, such as a school or college
- As a member of KCC staff
- On behalf of a Parish / Town / Borough / District Council in an official capacity
- As a professional genealogist
- As a solicitor or legal representative
- As a depositor
- On behalf of a charity, voluntary or community sector organisation (VCS)*
- Other, please specify: 

Q1a. If you are responding on behalf of any of the organisations referred to above, please tell us the name of the organisation below.

Q2. Please tell us your postcode: 

*We use this to help us to analyse our data. It will not be used to identify who you are.*
Q3. How do you currently access the Archive Service?
You may select more than one option.

- I don’t use the service
- I access the Archive service online
- I use the search room at Kent History and Library Centre
- Other (please write)

Q4. Please tell us how often you visit the Archive search room at Kent History and Library Centre?
Please select one option.

- Regular user (more than once a month)
- Occasional user (more than once a year)
- Infrequent user (less than once a year)
- Never
- Don’t know
Section 2 – Our proposals for the Archive search room opening hours

Q5. Having read the proposal and the rationale to what extent do you agree or disagree with the proposed changes to the archive search room opening hours?

*Please select one option.*

<table>
<thead>
<tr>
<th>Strongly agree</th>
<th>Tend to agree</th>
<th>Neither agree nor disagree</th>
<th>Tend to disagree</th>
<th>Strongly disagree</th>
<th>Don’t know</th>
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Q5a. Please add any comments below including any alternative proposals for opening hours or days that the archive search room could close.

*Please write in below.*
Q6. We have completed an initial Equality Impact Assessment (EqIA) on the proposals for the Archive search room opening hours.

An EqIA is a tool to assess the impact any service change, policy or strategy would have on age, gender, gender identity, disability, race, religion or belief, sexual orientation, pregnancy or maternity, marriage and civil partnership and carer’s responsibilities. The EqIA is available online at www.kent.gov.uk/archivesearchroom or on request.

We welcome your views on the EqIA in the box below.
Section 3 - More about you

We want to make sure that everyone is treated fairly and equally, and that no one gets left out. That's why we are asking you these questions. We won’t share the information you give us with anyone else. We'll use it only to help us make decisions and improve our services.

If you would rather not answer any of these questions, you don’t have to.

It is not necessary to answer these questions if you are responding on behalf of an organisation.

Q7. Are you......? Please select one option.

- Male
- Female
- I prefer not to say

Q8. Is your Gender the same as your birth? Please select one option.

- Yes
- No
- I prefer not to say

Q9. Which of these age groups applies to you? Please select one option.

- 0-15
- 16-24
- 25-34
- 35-49
- 50-59
- 60-64
- 65-74
- 75-84
- 85 + over
- I prefer not to say

Q10. Do you regard yourself as belonging to a particular religion or holding a belief? Please select one option.

- Yes
- No
- I prefer not to say
Q10a. If you answered ‘Yes’ to 10, which of the following applies to you?

Please select one option.

- Christian
- Buddhist
- Hindu
- Sikh
- Muslim
- I prefer not to say

Other Please write in below

The Equality Act 2010 describes a person as disabled if they have a longstanding physical or mental condition that has lasted, or is likely to last, at least 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day-to-day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS, for example) are considered to be disabled from the point that they are diagnosed.

Q11. Do you consider yourself to be disabled as set out in the Equality Act 2010?

Please select one option.

- Yes
- No
- I prefer not to say

Q11a. If you answered ‘Yes’ to Q11, please tell us the type of impairment that applies to you.

You may have more than one type of impairment, so please select all that apply. If none of these applies to you, please select ‘Other’, and give brief details of the impairment you have.

- Physical impairment
- Sensory impairment (hearing, sight or both)
- Longstanding illness or health condition, or epilepsy
- Mental health condition
- Learning disability
- I prefer not to say
- Other (please specify)
A Carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support. Both children and adults can be carers.

Q12. Are you a Carer?

Please select one option.

[ ] Yes
[ ] No
[ ] I prefer not to say

Q13. To which of these ethnic groups do you feel you belong?

Please select one option. (Source: 2011 Census)

White English
White Scottish
White Welsh
White Northern Irish
White Irish
White Gypsy/Roma
White Irish Traveller
White Other*
Asian or Asian British Indian
Asian or Asian British Pakistani
Asian or Asian British Bangladeshi
Asian or Asian British Other*

Mixed White & Black Caribbean
Mixed White & Black African
Mixed White & Asian
Mixed Other*
Black or Black British Caribbean
Black or Black British African
Black or Black British Other*
Arab
Chinese
I prefer not to say

*Other Ethnic Group - If your ethnic group is not specified on the list, please describe it here

Thank you for taking the time to complete this questionnaire, your feedback is important to us. Your views and opinions will influence the final decision.