

**[keep]**  
**involved**

# Opening Hours Consultation



Have your say at:

[consultation.eastsussex.gov.uk](https://consultation.eastsussex.gov.uk)

Take part:

**14 September to  
25 October**



In partnership



## **The Keep Opening Hours Consultation**

### **Consultation overview**

We are asking for your views on our proposed changes to opening hours at The Keep.

The Keep is an archive centre that offers free public access to the collections of the East Sussex & Brighton & Hove Record Office, Brighton and Hove Local History Collections, the University of Sussex Special Collections as well as some of the collections from the Royal Pavilion and Museums. We also run pre-bookable public workshops, tours and events, as well as providing teaching space for the University of Sussex.

The Keep is run in partnership between East Sussex County Council, Brighton and Hove City Council and the University of Sussex.

You can find out more about The Keep on our website at [www.thekeep.info/](http://www.thekeep.info/)

### **Why we are consulting**

Funding for local government is reducing significantly. As a result, East Sussex County Council and Brighton and Hove City Council are having to make tough choices about how services are run across all departments.

We are considering ways to cut the costs of running The Keep by £125,000 a year, including a proposal to reduce The Keep's opening hours.

We are asking for your views about this proposal.

### **What would change?**

We have looked at data on how The Keep is currently used and conducted new surveys of our customers. We're proposing that The Keep should open half an hour later and close one hour earlier on most days.

The Keep would remain open on the five days per week it currently opens but it would be closed to the public in the afternoon on Thursdays and Saturdays.

### **What wouldn't change?**

The Keep is currently closed on Sundays and Mondays. This wouldn't change.

None of the services currently offered at The Keep would be affected by the proposed changes to opening hours. You would still be able to do all of the things you currently do at The Keep during the proposed new opening hours, including attending pre-bookable public workshops, tours and events (although at present some of these activities are limited because of coronavirus).

The use of The Keep for teaching by the University of Sussex would also not be affected by the proposed changes.

Our existing and proposed new opening hours are shown below:

	Current public opening hours at The Keep	Proposed public opening hours at The Keep
<b>Monday</b>	<i>Closed</i>	<i>Closed</i>
<b>Tuesday</b>	9.30am – 5pm	10am – 4pm
<b>Wednesday</b>	10am – 5pm	10am – 4pm
<b>Thursday</b>	9.30am – 5pm	10am – 1pm
<b>Friday</b>	9.30am – 5pm	10am – 4pm
<b>Saturday</b>	9.30am – 4pm	10am – 1pm
<b>Sunday</b>	<i>Closed</i>	<i>Closed</i>

These are draft proposals and we welcome your views on them, including alternative proposals for changes to opening hours. In addition, we welcome different suggestions, other than a reduction in opening hours, which could make the required savings to the running costs of The Keep.

We would like to hear your views regardless of whether you currently use The Keep. Your views will enable us to develop final proposals that will be considered by The Keep partnership in late 2020. If we do decide to make any changes to opening hours, they would not be implemented before April 2021.

This is a joint consultation co-ordinated by East Sussex County Council on behalf of The Keep partnership (East Sussex County Council, Brighton and Hove City Council and the University of Sussex).

### How to take part in this consultation

The consultation runs for six weeks from **Monday 14 September to Sunday 25 October 2020**.

We will do all we can to make it as easy as possible for everyone to have their say.

There are a number of ways you can give us your views:

- By completing the survey online at <https://consultation.eastsussex.gov.uk/>
- By picking up a copy of the survey at The Keep
- By printing a copy of the survey from our website <https://consultation.eastsussex.gov.uk/>

Completed surveys can be returned to the drop off point at The Keep or posted back to us at:  
The Keep Consultation, West D, County Hall, St Anne's Crescent, Lewes, BN7 1UE

If you have any questions about this consultation, need help to take part, or need a copy of the information in a different format or another language, please contact us by email at [keep.feedback@eastsussex.gov.uk](mailto:keep.feedback@eastsussex.gov.uk) or by phone 01273 336003.

### Privacy

This consultation is anonymous, although we do ask respondents to complete an optional 'About You' section at the end. You will find more information in that relevant section.

Please make sure that any comments you submit don't include any names or personal details of you or anyone else. For more information about how the data will be stored and processed by East Sussex County Council, please contact the consultation team.

Read the full privacy notice here: <https://www.eastsussex.gov.uk/privacy/consultation-hub/>.

**Thank you for taking part in this consultation.**

**We welcome responses from everyone regardless of whether you currently use The Keep.**

**Section 1 – How you use The Keep**

Q1. Have you ever visited The Keep?

- No (Please go to question 2) .....
- Yes (Please go to question 3) .....

Q2. If you answered no to question 1, why don't you currently use The Keep?  
(Please select one box only)

- I don't need to use the services The Keep provides .....
  - I don't know what services there are at The Keep.....
  - I can't travel to The Keep .....
  - Other\* .....
- \*If other, please specify

**Please go to Section 2 (question 8).**

Q3. How often do you usually visit The Keep?

- Daily .....
- Once or twice a week .....
- Fortnightly .....
- Once a month.....
- Every six months .....
- Less often .....

Q4. Approximately how many times have you visited The Keep in the past 12 months?

- Once.....
- 2 – 5 times .....
- More than 5 times .....
- I haven't visited in the last 12 months.....

Q5. What time of day do you usually visit The Keep? (Please select all that apply)

- Before 10am .....
- 10am-1pm .....
- 1pm-4pm .....
- After 4pm.....

Q6. How long do you usually spend at The Keep?

- Less than one hour .....
- Between one and three hours.....
- More than three hours .....

Q7. Which services do you usually use at The Keep? (Please select all that apply)

- |  |                          |                                  |                          |
|--|--------------------------|----------------------------------|--------------------------|
| Local History.....   | <input type="checkbox"/> | Lecture/Event.....               | <input type="checkbox"/> |
| Family History.....  | <input type="checkbox"/> | Tour.....                        | <input type="checkbox"/> |
| Academic research (including students) .....                         | <input type="checkbox"/> | Historic Environment Record..... | <input type="checkbox"/> |
| Researching my land or property history .....                        | <input type="checkbox"/> | Conservation Service.....        | <input type="checkbox"/> |
| Commercial research (e.g. building plans) .....                      | <input type="checkbox"/> | Room Hire.....                   | <input type="checkbox"/> |
| Making paper or digitised copies of documents<br>(Camera Pass) ..... | <input type="checkbox"/> | Other*.....                      | <input type="checkbox"/> |
- \*If other, please specify

## Section 2 - Proposal

The table below shows our current and proposed new opening hours.

	Current public opening hours at The Keep	Proposed public opening hours at The Keep
Monday	<i>Closed</i>	<i>Closed</i>
Tuesday	9.30am – 5pm	10am – 4pm
Wednesday	10am – 5pm	10am – 4pm
Thursday	9.30am – 5pm	10am – 1pm
Friday	9.30am – 5pm	10am – 4pm
Saturday	9.30am – 4pm	10am – 1pm
Sunday	<i>Closed</i>	<i>Closed</i>

Q8. Would you be able to visit The Keep during the proposed new hours, shown above?

- Yes.....
- No\* .....

\*If no, please tell us why

**Please do not include any personal data. e.g. Name and contact details.**

Q9. If you have any other comments or suggestions about our proposed reduction in opening hours, please use the space below to tell us about them. Please also tell us if you have any different suggestions about how we could make the required savings, other than by reducing opening hours.

***Please do not include any personal data. e.g. Name and contact details.***

## About You

**You don't have to answer the questions in this section, but it will help us to make sure that everyone is treated fairly and equally if you do.**

Your information will only be used and reported anonymously to support the consultation, engagement or feedback activity you are taking part in. We will keep your individual information for a period of up to five years and we won't keep it any longer than is necessary. Please contact the consultation team if you would like more information.

Read the full privacy notice here: [www.eastsussex.gov.uk/privacy/about-you-survey/](http://www.eastsussex.gov.uk/privacy/about-you-survey/)

Q10. Do you have access to the internet on a device you own? (Please select all that apply)

- Yes on my laptop or PC.....
- Yes on my mobile phone.....
- Yes on my tablet.....
- Other\* .....
- \*If other, please specify

Q11. Which of the following best describes you?

- Self employed.....
- Employed full-time.....
- Employed part-time .....
- On a government sponsored training scheme .....
- Student .....
- Unemployed .....
- Long term sick or disabled .....
- Retired whether receiving a pension or not.....
- Other\* .....
- \*If other, please specify

Q12. What is your age?

- |               |                          |                         |                          |
|---------------|--------------------------|-------------------------|--------------------------|
| Under 18..... | <input type="checkbox"/> | 55-64 .....             | <input type="checkbox"/> |
| 18-24 .....   | <input type="checkbox"/> | 65-74 .....             | <input type="checkbox"/> |
| 25-34.....    | <input type="checkbox"/> | 75+ .....               | <input type="checkbox"/> |
| 35-44 .....   | <input type="checkbox"/> | Prefer not to say ..... | <input type="checkbox"/> |
| 45-54 .....   | <input type="checkbox"/> |                         |                          |

Q13. Are you...?

- Male .....  Female.....  Prefer not to say....

Q14. Do you identify as a transgender or trans person?

- Yes.....  No.....  Prefer not to say....

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.

Q15. Do you consider yourself to be disabled as set out in the Equality Act 2010?

Yes.....  No.....  Prefer not to say.....

Q16. If you answered yes to Q15, 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 apply to you, please select other and give brief details of the impairment you have.

- Physical impairment.....
  - Sensory impairment (hearing and sight).....
  - Long standing illness or health condition .....
  - Mental health condition .....
  - Learning disability .....
  - Prefer not to say .....
  - Other\* .....
- \*If other, please specify

A carer spends a significant proportion of their life providing unpaid support to family or potentially friends. This could be caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems. [Carers at the Heart of 21<sup>st</sup> Century Families and Communities, 2008]

Q17. Do you consider yourself to be a carer?

Yes.....  No.....  Prefer not to say.....

Q18. To which of these ethnic groups do you feel you belong? (source: 2011 census)

- |  |   |                          |
|--|---|--------------------------|
| <input type="checkbox"/> White British                   | <input type="checkbox"/> Asian or Asian British Indian      | <input type="checkbox"/> |
| <input type="checkbox"/> White Irish                     | <input type="checkbox"/> Asian or Asian British Pakistani   | <input type="checkbox"/> |
| <input type="checkbox"/> White Gypsy/Roma                | <input type="checkbox"/> Asian or Asian British Bangladeshi | <input type="checkbox"/> |
| <input type="checkbox"/> White Irish traveller           | <input type="checkbox"/> Asian or Asian British other*      | <input type="checkbox"/> |
| <input type="checkbox"/> White other*                    | <input type="checkbox"/> Black or Black British Caribbean   | <input type="checkbox"/> |
| <input type="checkbox"/> Mixed white and Black Caribbean | <input type="checkbox"/> Black or Black British African     | <input type="checkbox"/> |
| <input type="checkbox"/> Mixed White and Black African   | <input type="checkbox"/> Black or Black British other*      | <input type="checkbox"/> |
| <input type="checkbox"/> Mixed White and Asian           | <input type="checkbox"/> Arab                               | <input type="checkbox"/> |
| <input type="checkbox"/> Mixed other*                    | <input type="checkbox"/> Chinese                            | <input type="checkbox"/> |
| <input type="checkbox"/> Other ethnic group*             | <input type="checkbox"/> Prefer not to say                  | <input type="checkbox"/> |

\*If your ethnic group was not specified in the list please describe your ethnic group

Q19. Do you regard yourself as belonging to any particular religion or belief?

Yes .....  No.....  Prefer not to say....



Q20. If you answered yes to Q19, which one?

Christian.....  Hindu.....  Muslim.....  Other\*....   
Buddhist.....  Jewish.....  Sikh.....

\*If other please specify

Q21. Are you...?

Bi/Bisexual.....  Gay Man.....   
Heterosexual/Straight.....  Prefer not to say .....   
Gay woman/Lesbian.....  Other\* .....

\*If other please specify

Q22. Are you currently pregnant or have you been pregnant in the last year?  
*Please ignore this question if it is not relevant to your personal circumstances.*

Yes .....  No.....  Prefer not to say.....

Q23. Are you married or in a civil partnership?

Yes .....  No.....  Prefer not to say.....

**Thank you for providing this information. Your feedback is important to us.**