

Equality Analysis Form (WORD) Template

Name of policy, practice or function: 'Facing the Challenge': Developing Services within Southend-on-Sea 2013 - 2028

Department: Adult & Community Services

Service Area: Culture – Library Service

Is it a policy, practice or a function? Policy

Stage 1. Prioritising what is being analysed

Is it a new or an existing policy, practice or function: New policy within the Library Service

Is the Equality Analysis strategic, developmental or operational/function (Strategic – reviewing and developing savings and efficiencies, programmes and strategies?

Developmental – scoping stage part of a developmental exercise which informs future thinking.

Function/Operational – Procurement, Finance and budgets, Human Resources)

This EA is developmental; it looks at the proposal which has been put forward for the future service delivery of the library service; in particular the branch network. If the proposal is accepted there will be both service and staffing implications.

Date when the original policy, practice or function was started

Since April 1998 when Southend-on-Sea Borough Council became the Public Library Authority following its unitary status from Essex County Council.

Date on which the policy/function is to be reviewed:

The draft Library development strategy will be reviewed in September 2013 at the end of the next stage of public consultation which is due to take place. The EA will be updated to reflect any necessary changes / actions identified as being required.

Stage 2. The team carrying out the analysis

Names and roles of the people carrying out the Equality Analysis

Name/s: Sharon Wheeler, Strategy & Planning Manager: Culture, Nick Harris, Head of Culture, Simon May, Library Services Manager

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

What are the aims, objectives or purpose of the policy, practice or function?

In July 2012 it was agreed that the Cultural Advisory Working Party would undertake a review of the Southend-on-Sea Library Service which would consider the future direction of the Library Service to achieve an effective, sustainable Library provision whilst reducing cost to assist in meeting the required Council spending reductions. It was agreed that one of the outcomes for the Review would be the production of a draft libraries development strategy clearly setting out proposals for future service delivery to be agreed by cabinet.

The Review commenced in September 2012; it is expected to be a year-long project that will conclude September / October 2013 following which final recommendations will be put to Cabinet for approval after which implementation will begin.

What are the aims, objectives or purpose of (the proposed change) to the policy, practice or function? (How will the policy/.practice/function be put into practice? By who? Who defines the policy/practice or function (e.g. the council, Central Government etc)? Are there links to existing equalities priorities (e.g. highlighted in the Council's Single Equality Scheme "[Equality for One, Equality for All](#))? **For example - If available refer to Consultation document or PID & outline who will put into practice**

The draft strategy sets out the vision and ambitions for the Southend-on-Sea Library Service for the next 15 years. The strategy will see the Council continuing to provide a comprehensive library service to all residents, whilst also ensuring it is more relevant, efficient and sustainable into the future.

The draft strategy sets out proposals for future service delivery of the library service that address the following issues:-

- Immediate, short term financial pressures: the library service needs to make savings of £378k from April 2013 – March 2016 (i.e. £126k p.a. for the next 3 years)
- Changing requirements of service users - the service has seen a decline in the number of visitors and items borrowed over the past few years
- Expectations on what a library service should offer – more and more government functions are being made available on-line with the expectation that users will access them in this way; government departments are directing people to their library service for on-line access (e.g. future changes to the benefits system); libraries have evolved to offer more than just a place to read and borrow books and in some cases may be the only 'community building' in a local area
- Modernising the existing service provision – the need to keep up to date new technology and developments in digital functions will help the service to appeal to wider audiences and encourage use by younger people.

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

2

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

If the proposal is accepted by the public and subsequently agreed by the Council's Cabinet Members, the strategy will be implemented by Head of Culture working in partnership with the Library Services Manager, library staff and library management team.

Stage 3. The scope of the analysis

Who is expected to benefit from the policy, practice or function? (Which protected group will be affected by the policy, practice or function? What does the policy, practice or function aim to achieve?)

The proposed future service delivery model set out in the draft strategy has the potential to impact on all people who live and work in the Borough, as well as the staff delivering the service.

The statutory basis for the Library Service is 'The Public Libraries and Museum Act 1964'. The Southend-on-Sea Borough Council has a statutory duty to provide, under the superintendence of the Secretary of State, a free, comprehensive and efficient Library Service for all who wish to use it.

The Act requires Libraries to provide facilities for borrowing books and other materials for persons **whose residence or place of work is in the area or who are undergoing full time education**. It also states that the Council "must encourage adults and children to make full use of the service and provide advice".

The strategy sets out the council's plan to meet its statutory obligations and to continue to provide a service that is relevant both now and in the future; ultimately protecting the library service for all.

If agreed, the model of provision that the council will be working towards will involve:-

- The main Library provision at the Forum: Southend – the central library provision will be open 7 days a week, have longer opening hours, Wi-Fi and 25% more stock than presently exists in the current central library
- Two hub libraries; one in the East of Southend and one in the West. The East Hub library will be an amalgamation of Thorpedene and Friars libraries on a new site in Delaware Rd. The West hub will be a development of either Leigh Library or Kent Elms Library. This hub will initially operate from an existing library site.
- The remaining branch libraries will be offered to Community Groups to run as Community Managed Libraries, supported by the Council in terms of the

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

3

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

provision of materials, access to relevant parts of the Library Computer system and professional support and advice. These branches will operate under a Service Level Agreement within a framework of policies set by the Council.

- The delivery of the new National Offers around Reading, Health, Information and Digital.
- The Guidelines give case studies using this model from Buckinghamshire, Bradford and North Yorkshire. In many cases these have allowed the library to remain open and often seen increased opening hours, together with innovative funding and developments.
- The development of a Virtual Library providing 24 hour access to information and resources and to support both the Community Libraries and enable Library Users to access the service at times convenient to them.
- Changes to the operation of the mobile service and Home Library Service to ensure these are bringing maximum benefit to their users. This includes:
 - Transferring a number of residential homes to the Home Library Service
 - Using the mobile and or pop-up libraries to serve neighbourhood areas, targeting service users at different venues such as major store car parks or outreach locations such as Cluny Square
 - Extending the Home Library Service to all those whom the Council currently helps to live at home.

In the medium to long term the Council will look at a replacement building for Southchurch Library, introducing Wi-Fi into all of the branches, improving IT provision and an e-book lending service as it becomes available. The proposals within the draft strategy will be subject to extensive public consultation which will conclude by summer 2013.

This Equality Analysis has been prepared on the basis of the above proposal. It aims to recognise the effect of the proposed changes on our local communities; focussing in particular on those groups with protected characteristics. Overall, the proposal seeks to maintain the existing library branch network; albeit with some managed in a different way, and provide additional benefits in the form of wider mobile provision, the creation of a virtual library and 'pop-up' / temporary library provision in community locations.

Identifying Differential / Adverse Impacts

Question

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

4

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

A policy, practice or function can aim to treat all people fairly but unless you analyse available data and statistics and speak to the people it is going to affect how do you really know?

Evidence Base

For each of the protected groups in the table below **please evidence** how you came to the conclusions around differential and negative impacts in relation to the policy, practice or function. Examples and guidance prompts have been given in supporting guidance. Please use these prompts in relation to each of the protected characteristic or protected group in the table.

An 'analysis and interpretation' of the evidence is required. Please do not copy and paste reams of data, stats and information into the form. Please analyse and interpret this data for each protected group.

Please clearly state whether there is a 'different' (includes Positive impact) or 'negative' impact for each protected group.

Stage 4. Data and consultation feedback

Please list sources of data and consultation methods used (For example – This can include Consultation Documents, Human Resources staffing information and research (local, regional and national) information. Remember to state reason for using information: e.g. Business Case & rationale)

Source	Reason for using
'Your Future Library Service' – outcome report on consultation conducted by SBC from Oct 2012 - Jan 2013	Consultation collected service user data and other demographic information that will assist in the analysis
Library Service – Children's Survey Outcome Report	This survey was conducted by the library service from July – November 2012 and specifically targeted young people aged between 5 and 11 years old
Demographic profile for each branch	To gain an understanding of the potential factors that may need to be considered in relation to the make-up of the local population in the catchment area for each branch location.

Stage 5. Analysing the impact or effects

Race

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

5

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

Identify the effect of the policy, practice or function on different race groups

Different Impacts

Yes

Reason - Staffing

Assuming that the proposal goes ahead there will need to be a re-organisation of the staffing structure; consequently it is possible that there may be different impacts on Staff, depending on the changes to posts. However the process for selecting staff will be in accordance Managing Organisational Change, Redeployment policy and procedure, Redundancy policy and procedure, and Pay Protection policy.

Support will be given to affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees).

Negative Impacts

Yes

Reason – Staffing

Evidence collected may indicate potentially indirect impacts on identified protected groups.

Can the negative impacts be justified?

Yes

Reason – staffing:

As the corporately agreed HR policies will be followed, it can be evidenced that everyone involved will be subject to the same procedures and practices. Analysis of data above will ensure impacts are investigated if any. Support will be given to any affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees).

Disability

Identify the effect of the policy, practice or function on different disability groups

Different Impacts

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

Yes

Reason - Staffing:

Assuming that the proposal goes ahead there will need to be a re-organisation of the staffing structure; consequently it is possible that there may be different impacts on Staff, depending on the changes to posts. However the process for selecting staff will be in accordance Managing Organisational Change, Redeployment policy and procedure, Redundancy policy and procedure, and Pay Protection policy.

Support will be given to affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees).

Service Users

The proposal suggests that Thorpedene Library and Friars Library will be re-provided at a single site within the east of the borough. The most likely location for this is a site in Delaware Road and may be linked in with either an educational establishment or the Youth Centre. There is likely to be minimal impact on those people who currently use Thorpedene as the new location would be less than ¼ of a mile from its present location. This change will have a greater impact on those who use Friars, which is located approximately 1 - 1 ½ miles away.

Negative Impacts

Yes

Reason - Staffing

Evidence collected may indicate potentially indirect impacts on any protected groups.

Service Users

This change will have a greater impact on those who use Friars, which is located approximately 1 - 1 ½ miles away. We are aware that there are in the region of 1635 potential service users with a limiting long term illness in the lower super output areas immediately surrounding Friars.

From the recent consultation carried out, we are aware that the majority of respondents who use Friars walk there with car being the next most popular method of travel. The branch is also located very close to an Infant / Junior school and may therefore impact on the ability of young children and their parents accessing the service as easily.

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

7

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

Can the negative impacts be justified?

Yes

Reason – Staffing:

As the corporately agreed HR policies will be followed, it can be evidenced that everyone involved will be subject to the same procedures and practices. Analysis of data above will ensure impacts are investigated if any. Support will be given to any affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees

Service Users

The proposed new location in Delaware Road is located on a main bus route and the site has the facility for parking. There is on road parking available along Delaware Road. The re-provided library will be in a more modern building, more suitable to the needs of service users with a disability or mobility problems.

The creation of a virtual library will enable those service users with internet access (either at home or via a mobile device) to access library services at any time of the day or night; this will enable them to reserve or renew items, download audio books, book tickets for library events, access the online catalogue and other electronic information available through the library service.

The proposal seeks to expand the Home Library Service to enable those service users who will not be able to access the new location due to vulnerability to continue to be able to borrow books and audio items.

The creation of small temporary / 'pop-up' libraries will enable small collections of books and internet access to be made available in community settings such as church halls, potentially bringing a service closer to people.

The other proposed changes to the service are currently less tangible particularly around the creation of a hub in the West of the town as the location is as yet unknown and will be subject to a form of 'market testing' as the branches are offered to local community groups to run.

The proposal seeks to retain the existing branch network and therefore, service users should not be adversely affected by the changes put forward in the proposal. It is recognised that the council will need to ensure that any community groups who do come forward to manage their local branch, receive adequate training in equality and

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

8

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

diversity to enable them to shape the service to the particular needs and characteristics of their local community.

Gender (Sex)

Identify the effect of the policy, practice or function on men, women.

Yes

Reason - Staffing:

Assuming that the proposal goes ahead there will need to be a re-organisation of the staffing structure; consequently it is possible that there may be different impacts on Staff, depending on the changes to posts. However the process for selecting staff will be in accordance Managing Organisational Change, Redeployment policy and procedure, Redundancy policy and procedure, and Pay Protection policy.

Support will be given to affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees).

Negative Impacts

Yes

Reason - Staffing

Evidence collected may indicate potentially indirect impacts on any protected groups.

Can the negative impacts be justified?

Yes

Reason – Staffing:

As the corporately agreed HR policies will be followed, it can be evidenced that everyone involved will be subject to the same procedures and practices. Analysis of data above will ensure impacts are investigated if any. Support will be given to any affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees)

Gender reassignment

Identify the effect of the policy, practice or function on transgendered people

Equality Analysis Form (WORD) Template

Different Impacts – N/A if no information held

Yes
No
Reason

Negative - N/A if no information held

Impacts

Yes
No
Reason

Can the negative impacts be justified? - N/A no information held

Yes
No
Reason

Sexual Orientation

Identify the effect of the policy, practice or function on members of the Lesbian, Gay, and Bisexual communities

Yes

Reason - Staffing:

Assuming that the proposal goes ahead there will need to be a re-organisation of the staffing structure; consequently it is possible that there may be different impacts on Staff, depending on the changes to posts. However the process for selecting staff will be in accordance Managing Organisational Change, Redeployment policy and procedure, Redundancy policy and procedure, and Pay Protection policy.

Support will be given to affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees).

Negative Impacts

Yes

Reason - Staffing

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

10

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

Evidence collected may indicate potentially indirect impacts on any protected groups.

Can the negative impacts be justified?

Yes

Reason – Staffing:

As the corporately agreed HR policies will be followed, it can be evidenced that everyone involved will be subject to the same procedures and practices. Analysis of data above will ensure impacts are investigated if any. Support will be given to any affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees)

Religion and Belief (including non-belief)

Identify the effect of the policy, practice or function on different religious and faith groups

A Yes

Reason - Staffing:

Assuming that the proposal goes ahead there will need to be a re-organisation of the staffing structure; consequently it is possible that there may be different impacts on Staff, depending on the changes to posts. However the process for selecting staff will be in accordance Managing Organisational Change, Redeployment policy and procedure, Redundancy policy and procedure, and Pay Protection policy.

Support will be given to affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees).

Negative Impacts

Yes

Reason - Staffing

Evidence collected may indicate potentially indirect impacts on any protected groups.

Can the negative impacts be justified?

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

11

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

Yes

Reason – Staffing:

As the corporately agreed HR policies will be followed, it can be evidenced that everyone involved will be subject to the same procedures and practices. Analysis of data above will ensure impacts are investigated if any. Support will be given to any affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees)

Age

Identify the effect of the policy, practice or function on different age groups

Yes

**Reason –
Staffing:**

Assuming that the proposal goes ahead there will need to be a re-organisation of the staffing structure; consequently it is possible that there may be different impacts on Staff, depending on the changes to posts. However the process for selecting staff will be in accordance Managing Organisational Change, Redeployment policy and procedure, Redundancy policy and procedure, and Pay Protection policy.

Support will be given to affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees).

Service Users

The proposal suggests that Thorpedene Library and Friars Library will be re-provided at a single site within the east of the borough. The most likely location for this is a site in Delaware Road and may be linked in with either an educational establishment or the Youth Centre. There is likely to be minimal impact on those people who currently use Thorpedene as the new location would be less than ¼ of a mile from its present location. This change will have a greater impact on those who use Friars, which is located approximately 1 - 1 ½ miles away.

Negative Impacts

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

12

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

Yes

Reason - Staffing

Evidence collected may indicate potentially indirect impacts on any protected groups.

Service Users

This change will have a greater impact on those who use Friars, which is located approximately 1 - 1 ½ miles away. We are aware that there are in the region of 1129 potential service users aged 65+ in the lower super output areas immediately surrounding Friars. From the recent consultation carried out, we are aware that the majority of respondents who use Friars walk there with car being the next most popular method of travel. The branch is also located very close to an Infant / Junior school and may therefore impact on the ability of young children and their parents accessing the service as easily.

Can the negative impacts be justified?

Yes

Reason – Staffing:

As the corporately agreed HR policies will be followed, it can be evidenced that everyone involved will be subject to the same procedures and practices. Analysis of data above will ensure impacts are investigated if any. Support will be given to any affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees)

Service Users

The proposed new location in Delaware Road is located on a main bus route and the site has the facility for parking. There is on road parking available along Delaware Road.

The creation of a virtual library will enable those service users with internet access (either at home or via a mobile device) to access library services at any time of the day or night; this will enable them to reserve or renew items, download audio books, book tickets for library events, access the online catalogue and other electronic information available through the library service.

The proposal seeks to expand the Home Library Service to enable those service users who will not be able to access the new location due to vulnerability to continue to be able to borrow books and audio items.

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

13

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

The creation of small temporary / 'pop-up' libraries will enable small collections of books and internet access to be made available in community settings such as church halls, potentially bringing a service closer to people.

The other proposed changes to the service are currently less tangible particularly around the creation of a hub in the West of the town as the location is as yet unknown and will be subject to a form of 'market testing' as the branches are offered to local community groups to run.

The proposal seeks to retain the existing branch network and therefore, service users should not be adversely affected by the changes put forward in the proposal. It is recognised that the council will need to ensure that any community groups who do come forward to manage their local branch, receive adequate training in equality and diversity to enable them to shape the service to the particular needs and characteristics of their local community.

Under the Equality Act 2010 public bodies must comply with the duty to eliminate unlawful discrimination, harassment, victimisation and other prohibited conduct. This means if a service of benefit accrues to someone because they are married, civil partners should enjoy the same rights of access and fair treatment. Recognising the increasingly wide range of relationships people have and respecting these will ensure that services are fair and respectful.

Marriage and Civil Partnerships

Identify the effect of the policy, practice or function on marriage and civil partnerships (**where relevant**)

Different Impacts - N/A no information held

Yes
No
Reason

Negative - N/A no information held Impacts

Yes
No
Reason

Can the negative impacts be justified? - N/A no information held

Yes

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

14

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

No
Reason

Maternity/Pregnancy

Identify the effect of the policy, practice or function on women (**covers breastfeeding in public places and shared leave arrangements**)

Different Impacts - N/A no information held

Yes
No
Reason

**Negative - N/A no information held
Impacts**

Yes
No
Reason

Can the negative impacts be justified? - N/A no information held

Yes
No
Reason

The Carers (Equal Opportunities) Act came into force in April 2005. It placing a duty on local authorities to ensure that all carers know that they are entitled to an assessment of their needs, outside interests (work, study or leisure) when carrying out an assessment. Carers are also covered by equality legislation by associated direct or indirect discrimination.

Carers

Identify the effect of the policy, practice or function on carers

Yes

Reason - Staffing:

Assuming that the proposal goes ahead there will need to be a re-organisation of the staffing structure; consequently it is possible that there may be different impacts on Staff, depending on the changes to posts. However the process for selecting staff will

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

15

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

be in accordance Managing Organisational Change, Redeployment policy and procedure, Redundancy policy and procedure, and Pay Protection policy.

Support will be given to affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees).

Service Users

The proposal suggests that Thorpedene Library and Friars Library will be re-provided at a single site within the east of the borough. The most likely location for this is a site in Delaware Road and may be linked in with either an educational establishment or the Youth Centre. There is likely to be minimal impact on those people who currently use Thorpedene as the new location would be less than ¼ of a mile from its present location. This change will have a greater impact on those who use Friars, which is located approximately 1 - 1 ½ miles away.

Negative Impacts

Yes

Reason - Staffing

Evidence collected may indicate potentially indirect impacts on any protected groups.

Service Users

This change will have a greater impact on those who use Friars, which is located approximately 1 - 1 ½ miles away. We are aware that there are in the region of 800 potential service users who provide some form of unpaid care in the lower super output areas immediately surrounding Friars. From the recent consultation carried out, we are aware that the majority of respondents who use Friars walk there with car being the next most popular method of travel. The branch is also located very close to an Infant / Junior school and may therefore impact on the ability of young children; some of whom may be young carers, and their parents accessing the service as easily.

Can the negative impacts be justified?

Yes

Reason – Staffing:

As the corporately agreed HR policies will be followed, it can be evidenced that everyone involved will be subject to the same procedures and practices. Analysis of data above will ensure impacts are investigated if any. Support will be given to any

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

16

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

affected staff in accordance with the Council's Redeployment Policy and Procedure (Talent Pool & At Risk Process) and Managing Organisational Change Policy and Guidelines (Support for Employees)

Service Users

The proposed new location in Delaware Road is located on a main bus route and the site has the facility for parking. There is on road parking available along Delaware Road.

The creation of a virtual library will enable those service users with internet access (either at home or via a mobile device) to access library services at any time of the day or night; this will enable them to reserve or renew items, download audio books, book tickets for library events, access the online catalogue and other electronic information available through the library service.

The proposal seeks to expand the Home Library Service to enable those service users who will not be able to access the new location due to vulnerability to continue to be able to borrow books and audio items.

The creation of small temporary / 'pop-up' libraries will enable small collections of books and internet access to be made available in community settings such as church halls, potentially bringing a service closer to people.

The other proposed changes to the service are currently less tangible particularly around the creation of a hub in the West of the town as the location is as yet unknown and will be subject to a form of 'market testing' as the branches are offered to local community groups to run.

The proposal seeks to retain the existing branch network and therefore, service users should not be adversely affected by the changes put forward in the proposal. It is recognised that the council will need to ensure that any community groups who do come forward to manage their local branch, receive adequate training in equality and diversity to enable them to shape the service to the particular needs and characteristics of their local community.

There is no legal obligation under equalities legislation to consider socio- economic disadvantage. However this issue is important in determining the levels of opportunity, when combined with being a member of a protected group, sometimes the services or opportunities which need to be provided.

Socioeconomic

Identify the effect of the policy, practice or function in relation to socioeconomic Inequalities

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

17

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

Different Impacts: Analysis and interpretation of evidence to justify the claim around different impacts Reason (For example those in poverty may be adversely impacted by the policy and it might be useful to consider them as a separate group in the light of the Council's overall policy objectives)

Yes

No

Reason (For example those in poverty may be adversely impacted by the policy and it might be useful to consider them as a separate group in the light of the Council's overall policy objectives)

Negative Impacts: Analysis and interpretation of evidence to justify the claim around negative impacts

Yes

No

Reason

Can the negative impacts be justified?

Yes

No

Reason

You will be directed here if your equality analysis highlights **an impact on the wider community**. Please attach any supportive evidence or information. Please attach relevant document to this form.

Community Impact ([Community Cohesion Impact Assessment](#))

(Note: You may need to undertake a more comprehensive analysis to assess potential indirect impact on the wider community when reviewing/revising service delivery)

- Is there equality between those who will and won't benefit from this activity?
- Are there strong and positive relationships between the groups/communities participating in this activity now?

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

18

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

- Will this activity promote strong and positive relationships between the groups/communities identified?
- Does the activity bring groups/communities into increased contact with each other?

Consideration of Data and Research (add evidence to section on page 5)

DRAFT

Equality Analysis Form (WORD) Template

Please detail below how evidence influenced and formed the policy? **E.g. why things were added/ removed**

Explain why the policy, practice or function complies with equalities legislation?

(You are required to systematically review the data collected and feedback received and identify any practices or outcomes which amount to;

- **Unlawful prohibited conduct** (Discrimination, harassment, victimisation or a failure to make reasonable adjustments)
- **Unwanted adverse impact** (Where people enjoyed fewer opportunities, experience barriers when seeking to access a service or unfair or negative treatment)
- **Neutral impact** (No noticeable harmful or less favourable effects)
- **No impact** (No relationship between the policy, service and function and groups of people/ no direct effects)

What are your main gaps in information and understanding for the impact of your policy and services? Please indicate whether you have indentified ways of filling these gaps

Gaps in data	Action to deal with this
Gaps in Staff data	Where there are gaps in staff information HR will plan to address this. However there are currently no plans in 2011/2012 to proactively to fill these.
Gaps in up to date demographic data	The demographic data used in the first part of the review has largely been based on 2001 census figures as not all relevant data from the 2011 ONS census has been released – the demographic information will be reviewed and updated as part of the 2 nd phase of the review as more up to date information becomes available and is released from ONS.

Stage 6. Ways of mitigating unlawful prohibited conduct or unwanted adverse impact, or to promote improved equality of opportunity or good relations

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

20

November 2011

Please refer to on-line guidance - [http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

What actions have you considered/taken to mitigate unlawful prohibited conduct or unwanted adverse impact, or to promote improved equality of opportunity or good relations?

- Are there different ways of delivering the service
- Could service be promoted better with groups who are under-represented in your service
- Could procedures be improved to make it easier for service users to access and use your services

The proposal suggests that Thorpedene Library and Friars Library will be re-provided at a single site within the east of the borough. The most likely location for this is a site in Delaware Road and may be linked in with either an educational establishment or the Youth Centre. There is likely to be minimal impact on those people who currently use Thorpedene as the new location would be less than ¼ of a mile from its present location. This change will have a greater impact on those who use Friars, which is located approximately 1 - 1 ½ miles away.

From the recent consultation carried out, respondents told us that good access to the library service was essential to them and issues with parking (availability & cost), mobility and the ability of the building to accommodate both wheelchair users and those with prams / baby buggies could present a barrier to use.

The proposed new location in Delaware Road is located on a main bus route and the site has the facility for parking. There is on road parking available along Delaware Road. The new site will be in a more modern building and will seek to address access issues on the grounds of mobility.

The creation of a virtual library will enable those service users with internet access (either at home or via a mobile device) to access library services at any time of the day or night; this will enable them to reserve or renew items, download audio books, book tickets for library events, access the online catalogue and other electronic information available through the library service.

The proposal seeks to expand the Home Library Service to enable those service users who will not be able to access the new location due to vulnerability to continue to be able to borrow books and audio items.

The creation of small temporary / 'pop-up' libraries will enable small collections of books and internet access to be made available in community settings such as church halls, potentially bringing a service closer to people.

The other proposed changes to the service are currently less tangible particularly

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

21

November 2011

Please refer to on-line guidance - [http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

around the creation of a hub in the West of the town as the location is as yet unknown and will be subject to a form of 'market testing' as the branches are offered to local community groups to run.

The proposal seeks to retain the existing branch network and therefore, service users should not be adversely affected by the changes put forward in the proposal. It is recognised that the council will need to ensure that any community groups who do come forward to manage their local branch, receive adequate training in equality and diversity to enable them to shape the service to the particular needs and characteristics of their local community.

Stage 7. Do stakeholders agree with your findings and proposed response?

Do stakeholders agree with your findings and proposed response?

The proposals are as yet 'untested' on the wider community. If agreed by cabinet there will be a further 12 week period of public consultation on these proposals.

Stage 8 and 9. Objectives setting/ implementation

Equality Analysis Form – Monitoring

The action plan must be implemented. The lead of the team which has completed the analysis will need to communicate clearly to people with responsibility for implementing the action plan, and monitor progress. Monitoring information in relation to the implementation of the action plan must be collected and reported, as necessary to senior managers and Members,

Once approved, the main objectives set should be added to the relevant service or business plan; so they are embedded into the work of the service and progress is monitored and reviewed.

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

22

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

How will the results of this Equality Analysis feed into the business planning process? (Is the Equality Analysis an integral part of business planning? How do you ensure that Equality Analysis is a key element in performance planning?). **Select (X) option/s.**

1. I will monitor the action plan
2. I will monitor actions through personal performance appraisal
3. I will monitor actions through 121 meetings
4. Actions will feed through to Team plans
5. Actions will feed through to Services plans
6. Actions will be fed through to Corporate Plan

Equality Analysis Form – Monitoring

As a result of these conclusions and recommendations what actions (if any) will be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention.

Recommendation:

Objective	Planned action	Who	When	How will this be monitored
Staffing implications To obtain a list of posts, detailing the numbers of staff under each “protected characteristic” where available	Provide HR list of posts to run report from HR System		Pre Consultation <i>Insert Date</i>	(See above) 1
Staffing implications To obtain a list of posts detailing the numbers detailing the numbers of staff	Provide HR a list of posts to run report from HR System		Post consultation (recommend within 1 month of people being in post) <i>insert date</i>	(See above) 1, 3, 5

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

23

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

under each "protected characteristic" where available.				
Staffing implications Review the 2 lists above, to compare before and after picture	Review lists and investigate any changes and take action where appropriate		Post consultation (recommend within 1 month of people being in post) August 2012	(See above) 1, 3, 5
Service User Implications – ensure demographic data is up to date	Update demographic profile for each branch catchment area	Mike Bennett	30 th April 2013	Via CAWP
Review draft EA in light of outcome from next phase of consultation	Review consultation outcomes , analysing responses on the basis of protected characteristics	Sharon Wheeler	31 st August 2013	Via CAWP

Stage 10. Monitoring and review/ mainstreaming into business plans**Monitoring and review/ mainstreaming into business plans**

Please indicate whether any of your objectives have been added to service or business plans and your arrangements for monitoring and reviewing progress/ future impact?

The implementation of the outcome of the library service review has been added as an action in the Culture Service Plan 2013 / 14

Stage 11. Publishing the completed analysis

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

24

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

Completed analysis approved by _____ on _____

Where and when published?

--

DRAFT

Equality Analysis Form (WORD) Template

Notes and Comments

DRAFT

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

November 2011

Please refer to on-line guidance - [http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template**Decision-making processes**

Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures

Attach to report (title) Please refer to Page 3 already attached

Date of report: 19th March 2013

Author of report: Cultural Advisory Working Party

Audience for report e.g. Cabinet meeting 19th March 2013

Outcome from report being considered

TBC

Details of follow-up action or monitoring of actions/ decision undertaken

The second phase of public consultation will commence following approval of the draft proposal at Cabinet on 19th March 2013. The consultation will be over a period of 12 weeks and will seek views from members of the community, library users, staff and other stakeholders on whether they agree with the proposals. The outcome of the consultation will take into consideration any suggested changes to the original proposal prior to final decisions being taken.

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

Updated by:

Date:

Checklist

- Equality analysis has been completed at the **beginning** for drawing up proposals recommending significant changes to services or staffing structures, including financial decisions affecting delivery of services and functions.
- Ensure analysis features as part of planned Equality analysis programme of. Inform the [Corporate Equality Steering Group lead](#) for your business area.
- An Equality Analysis should never be done by one officer. Do I have the right people to support me in conducting an effective analysis? (Includes considering having someone from a community based organisation) when looking at service revision.
- Gather information and feedback (identify potential sources for example, surveys, national and localised data, look at [Library of information](#) on Equality Analysis Programme Intranet page)
- Identify any gaps in data and knowledge
- Analyse impact or effects and identify any practices or outcomes
- Highlight actions to reduce any adverse impact or unlawful prohibited conduct
- Share findings/ feedback to stakeholders
- Produce Action Plan and outline how objectives will be monitored
- Add main objectives to service or business plan
- Ensure analysis is signed off by Senior Advisor for Equalities and Inclusion and Head of Service
- Make analysis available to employees across service area so they are aware of findings and planned actions
- Attach the analysis to reports requiring decisions such as a report to Corporate Management or to the Council's Cabinet so that decision-makers have adequate information about the implications of a course of action.

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

28

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)

Equality Analysis Form (WORD) Template

DRAFT

Peter Hall
Senior Advisor for Equalities and Inclusion
Policy and Partnerships

29

November 2011

Please refer to on-line guidance -
[http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment\(EIA\)processandtemplate.aspx](http://pegasus/EqualityAndDiversity/EqualityAnalysisProgramme/Pages/EqualityImpactAssessment(EIA)processandtemplate.aspx)