

Stage 1 Equality Impact Assessment – Initial Screening

Assessor(s) Name(s):	Rob Jones
Directorate:	Economy and Tourism
Date of Completion:	24 June 2015

Name of Policy/Strategy/Service/Function Proposal

Review of the Library Service 2015

The Aims, Objectives and Expected Outcomes:

At the Full Council meeting in February the Council made a decision in its 2015 budget strategy to further reduce the library service budget by £280,000. The library service has completed some internal changes to the service by relocating its Library HQ function to Newport library, reducing some premises costs, leading to some front and back office staff savings and enabling the Council to get additional income from the vacated premises.

The Council is looking to maintain three of its libraries in full and three of its libraries in partnership with local communities. These libraries Ventnor, Cowes and Freshwater will become Community Supported Libraries, whereby one member of staff, book stock, ICT and the rest of the service is provided by Isle of Wight Council and the building is paid for by the local community. These three libraries will be a cross between our own branch libraries and the five community libraries which are fully funded and managed by the community. All six libraries will remain part of the Council's statutory service which is enhanced by the five existing community libraries.

There will also be a reduction to the stock fund of some £60,000 from £211,708, although the stock fund has been able to remain relatively unchanged through previous reviews.

These changes will enable the Council to continue its duty to provide a "comprehensive and efficient" library service under the 1964 Public Libraries and Museums Act.

This EIA will be further reviewed following the consultation regarding the current review of the library service.

This is a proposal for a changed service.

Key Questions to Consider in Assessing Potential Impact	
Will the policy, strategy, service or council function proposal have a negative impact on any of the protected characteristics or other reasons that are relevant issues for the local community and/or staff?	Yes
Has previous consultation identified this issue as important or highlighted negative impact and/or we have created a “legitimate expectation” for consultation to take place? A legitimate expectation may be created when we have consulted on similar issues in the past or if we have ever given an indication that we would consult in such situations	Yes
Do different groups of people within the local community have different needs or experiences in the area this issue relates to?	Yes
Could the aims of these proposals be in conflict with the council’s general duty to pay due regard to the need to eliminate discrimination, advance equality of opportunity and to foster good relations between people who share a protected characteristic and people who do not?	No
Will the proposal have a significant effect on how services or a council function/s is/are delivered?	No
Will the proposal have a significant effect on how other organisations operate?	No
Does the proposal involve a significant commitment of resources?	No
Does the proposal relate to an area where there are known inequalities?	No
<p>If you answer Yes to any of these questions, it will be necessary for you to proceed to a full Equality Impact Assessment after you have completed the rest of this initial screening form.</p> <p>If you answer No to all of these questions, please provide appropriate evidence using the table below and complete the evidence considerations box and obtain sign off from your Head of Service.</p>	

Protected Characteristics	Positive	Negative	No impact	Reasons
Age		X		<p>Should the service's proposals be approved following the consultation on changes to the service then there should be no observable impact on this client group. It is possible that some housebound customers may indeed get a better service than they do at present, since volunteers may be able to spend more time with residents than we are able to do ourselves, enabling a wider range of support.</p> <p>Training would be in place to ensure that volunteers are fully aware of the council's equality duties.</p> <p>The service has considered the age range of its staff, 50% of staff are aged 50+ and the remaining ranging from 28 - 49, however age will not be a consideration in decisions where compulsory redundancies may be required.</p>
Disability			X	<p>Should the service's proposals be approved following the consultation on changes to the service then there should be no observable impact on this client group.</p> <p>Any change of premises would require appropriate accessibility assessment and necessary adaptations.</p> <p>Training would be in place to ensure that volunteers are fully aware of the council's equality duties.</p>
Gender Reassignment			X	<p>Should the service's proposals be approved following the consultation on changes to the service then there should be no observable impact on this client group.</p> <p>Training would be in place to ensure that volunteers are fully aware of the council's equality duties.</p>
Marriage & Civil Partnership			X	<p>Should the service's proposals be approved following the consultation on changes to the service then there</p>

				<p>should be no observable impact on this client group. Training would be in place to ensure that volunteers are fully aware of the council's equality duties.</p>
Pregnancy & Maternity			X	<p>Should the service's proposals be approved following the consultation on changes to the service then there should be no observable impact on this client group. Training would be in place to ensure that volunteers are fully aware of the council's equality duties.</p> <p>Any member of staff who is on maternity leave will benefit from the protection that there has to be a post available on their return with their equivalent salary</p>
Race			X	<p>Should the service's proposals be approved following the consultation on changes to the service then there should be no observable impact on this client group. Training would be in place to ensure that volunteers are fully aware of the council's equality duties.</p>
Religion / Belief			X	<p>Should the service's proposals be approved following the consultation on changes to the service then there should be no observable impact on this client group. Training would be in place to ensure that volunteers are fully aware of the council's equality duties.</p>
Gender (male / female)		X		<p>Should the service's proposals be approved following the consultation on changes to the service then there should be no observable impact on this client group. Training would be in place to ensure that volunteers are fully aware of the council's equality duties.</p> <p>73% of the service's workforce are women therefore there is a potential negative impact on this characteristic for staff. However the sex of a member of staff will not be a factor in determining compulsory redundancies.</p>
Sexual Orientation			X	<p>Should the service's proposals be approved following the consultation on changes to the service then there should be no observable impact on this client group. Training would be in place to ensure that volunteers are fully aware of the council's equality duties.</p>

Are there aspects of the proposal that contribute to or improve the opportunity for equality?	Yes
It is possible that some housebound customers may indeed get a better service than they do at present, since volunteers may be able to spend more time with residents than we are able to do ourselves, enabling a wider range of support.	

Evidence Considered During Screening	
<p>Joint Strategic Needs Assessment (JSNA) Service statistics including issue statistics, borrower figures, visitor figures, comparative hourly figures, costs per staff member Previous consultation results in 2010 and 2011 Community profiles using ward data available on iwight.com Travel times to different libraries Cost of travel Number of residents using one library and number using more than one library Visitor statistics Statistics collected on the number of people helped to use online resources</p>	
Head of Service Sign off:	
Advice sought from Legal Services (Name)	Judy Mason, Helen Miles
Date	

A signed version is to be kept by your team and also an electronic version should be published on the council's website (follow the link from the EIA page on the intranet)

Stage 2 Full Equality Impact Assessment

Assessor(s)Name(s):	Rob Jones, John English
Directorate:	Economy and Tourism
Date of Completion:	24/06/2015

Name of Policy/Strategy/Service/Function Proposal

Review of the Library Service 2015

The Aims, Objectives and Expected Outcomes:

At the Full Council meeting in February the Council made a decision in its 2015 budget strategy to further reduce the library service budget by £280,000. The library service has completed some internal changes to the service by relocating its Library HQ function to Newport library, reducing some premises costs, leading to some front and back office staff savings and enabling the Council to get additional income from the vacated premises.

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There will also be a reduction to the stock fund of some £60,000 from £211,708, although the stock fund has been able to remain relatively unchanged through previous reviews.

These changes will enable the Council to continue its duty to provide a "comprehensive and efficient" library service under the 1964 Public Libraries and Museums Act.

This EIA will be further reviewed following the consultation regarding the current review of the library service.

This is a proposed change to review a council service,

Scope of the Equality Impact Assessment

During the previous review of the service a number of impact assessments were undertaken through the review process, one of which was assessed in the High Court during a hearing in Aug 2011 following an application by a resident for a judicial review on the decision regarding the library service. Further to that an impact assessment was carried out for each specific library before any changes were made to the service. This followed a further consultation exercise which asked residents to comment on those impact assessments. Much of this data is still valid and provided a valuable insight to the impact on the different protected characteristics.

The consultation about the next review of the library service will provide further information to inform the next decision process.

As part of the preparation for the library review the service looked at information from the JSNA, looked at indices of multiple deprivation, considered the information that was still relevant from the previous review and included a range of statistics about the library service.

A lot of statistics were prepared on the use of the service including

- Joint Strategic Needs Assessment (JSNA)
- Previous consultation results in 2010/2011
- Community profiles
- Population data
- Travel times to different libraries
- Cost of travel
- Service statistics
- issue statistics
- visitor figures
- the number of people using computers in libraries
- the number of events in each of our libraries to support literacy and promote reading,
- the number of people helped to get on line
- the number of people only using one library
- the number using more than one library
- Statistics collected on the number of people helped to use online resources

Discussions will be taking place with the relevant town and parish councils and with the friends and supporters groups of the libraries affected. An island wide consultation will be held using both online and printed methods. These results will be analysed as previously to inform the subsequent decision making process following on from the Full Council budget decision in February 2015.

Analysis and assessment

Age

The island has a high proportion of older people in its population who are able to use the library during the working day.

A number of respondents previously told us that the library provides a useful meeting space which is valued particularly by the elderly who value the sense of community that the library provides. This will still be provided and possibly enhanced by volunteers supporting the library and the venue being able to be used outside the traditional library hours.

All of our six libraries provide services for younger people including Rhyme Time, Homework hour and holiday story times. The service includes access to the Summer Reading Challenge for all children wishing to take part in our libraries. Teenagers are being encouraged to take part in the development of their own area within the library, being involved in stock selection and indeed developing a range of activities that young people would like to see in their library.

Training would be in place to ensure that volunteers are fully aware of the council's equality duties.

The service has considered the age range of its staff, 50% of staff are aged 50+ and the remaining ranging from 28 - 49, however age will not be a consideration in decisions where compulsory redundancies may be required.

Disability

All council run libraries are accessible to people with mobility issues.

The council already makes available a range of different services to users with a disability. The visually impaired are supported through large print books and our audio book service (either in CD or online). The public computers have the facility to enlarge any text. A Visually Impaired reading group has already been set up in Freshwater Library. Signage which we provide meets the "Clear Print Guidelines" set by the RNIB. Any information provided by the service can, if requested, be made available in larger text, on audio or in Braille. The service works with partner agencies to promote its services to specific client groups. We now have an e-book service which enables any book provided in this way to have enlarged text.

Portable hearing loops are available in all of our libraries. Hearing aid surgeries are held in some of our libraries

The library service has been working with the island branch of the National Autism Society to purchase books on specific learning problems. This collection has been promoted through this partnership and is available in all service points.

We have also been working on a national scheme to provide books to support people with low level mental health issues and a specific collection of books to support dementia sufferers and their families.

The council's education service provides a central collection for books on other specific learning disabilities available for the public. This collection will be promoted together with the library service and will again be available in all service points. Should the library service be delivered in another location then accessibility would be assessed and any alterations required will be put in place.

Training would be in place to ensure that volunteers are fully aware of the council's equality duties.

Gender Reassignment

Our research which forms part of the preparation for our impact assessment has shown that there are a number of people on the island who either have had gender reassignment or in the process of having it. The library service being a universal service does not discriminate against any group of people. In the past the service received a complaint from a customer who was in the process of gender reassignment. This was successfully dealt with but raised the awareness that the service needs to help other customers as well as staff to realise that all need to be treated equally. The service provides a range of information in either book form or via access to the internet on a range of issues such as this in order to promote equality. It will be important for volunteers working alongside staff to understand the needs of this client group. Training would be in place to ensure that volunteers are fully aware of the council's equality duties.

Marriage/ Civil Partnership

Our customers include people who are single, divorced, married (including same sex marriage) and widowed. The library service is universal and does not discriminate against any group of people. The service provides a range of information in either book form or via access to the internet on a range of issues. It will be important for volunteers working alongside staff to understand the needs of these groups.

Training would be in place to ensure that volunteers are fully aware of the council's equality duties.

Pregnancy/maternity

The current library provision is promoted as breast feeding friendly and will continue under the new arrangements. In the previous consultation it was clear that a group of young mothers used the library not only to get books for themselves and their children but also as a safe place to meet. These functions alongside the delivery of Rhyme time sessions will continue in our libraries. We also have a large collection of books relating to pregnancy, child care and health for this client group.

Training would be in place to ensure that volunteers are fully aware of the council's equality duties.

Race

Our previous research in preparation for previous assessments has shown that although the majority of library users that responded identified themselves as "White British", a small number of respondents considered themselves from other groups than this. The library service is universal and does not discriminate against any group of people. The services' collection contains books from all cultures, some items in different languages. Indeed we have a collection of children's picture books in different languages. The service provides a range of information in either book form or via access to the internet on a range of issues. The library now provides an online digital newspaper service. This service provides access to a range of newspapers and magazines from across the world in the original language which is being used by our residents from different locations across the world. It will be important for volunteers to understand the needs of this client group. Training would be in place to ensure that volunteers are fully aware of the council's equality duties.

Religion/Belief

When surveyed previously a third of respondents stated they had no religion or belief, just under a third preferred not to say, 25% stated they were Christian, and the remaining 9% gave other answers. The library service is universal and does not discriminate against any group of people. The service provides a range of information in either book form or via access to the internet on a range of subjects and issues. This information function will continue in all of our libraries. Training would be in place to ensure that volunteers are fully aware of the council's equality duties.

Gender

The library service is universal and does not discriminate against any group of people. However our previous research has shown that more women than men use the library service. Women therefore as a group could be more affected should the library opening hours be reduced. Women have been most affected by recent changes in employment levels, although a number of men have also become unemployed. The service provides a range of information in either book form or via access to the internet on a range of issues. The library service provides free access to customers needing to use computers to access job opportunities whether applying online or creating CVs. The library service will be working in partnership with Job Centre Plus to help customers seek benefits and help them back to work and has recently made available a new service to help people create CVs, acquire the skills they need to apply for jobs as well as providing access to a jobs database which will list all the jobs available in the UK.

Training would be in place to ensure that volunteers are fully aware of the council's equality duties.

73% of the service's workforce are women therefore there is a potential negative impact on this characteristic for staff. However the sex of a member of staff will not be a factor in determining compulsory redundancies.

Sexual Orientation

Recent research as part of the preparation for this assessment has shown that there are a number of people using the library service that consider themselves to be, gay or bisexual. The library service is universal and does not discriminate against any group of people. The service provides a range of information in either book form or via access to the internet on a range of issues. The service has a special collection of gay and lesbian material, fiction and non fiction that circulates across the island's libraries. Items from this collection can be obtained from any service point. Indeed comments from our previous consultation showed that some people from this group felt that they welcome in our libraries because they were not judged.

Training would be in place to ensure that volunteers are fully aware of the council's equality duties.

Action/Improvement Plan

The table below should be completed using the information from your equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Remove or lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Area of impact	Is there evidence of negative positive or no impact?	Could this lead to adverse impact and if so why?	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or any other reason?	Please detail what measures or changes you will put in place to remedy any identified impact (NB: please make sure that you include actions to improve all areas of impact whether negative, neutral or positive)
Age	No			Although we have not identified any adverse impact it will be essential to ensure that any volunteers that support our libraries fully understand the council's equality duties
Disability	No			Although we have not identified any adverse impact it will be essential to ensure that any volunteers that support our libraries fully understand the council's equality duties. Adaptations of any change of library location will be made to meet accessibility needs if not already in place
Gender Reassignment	No			Although we have not identified any adverse impact it will be essential to ensure that any volunteers that support our libraries fully understand the council's equality duties
Marriage & Civil Partnership	No			Although we have not identified any adverse impact it will be essential to ensure that any volunteers that support our libraries fully understand the council's equality duties

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Pregnancy & Maternity	No			Although we have not identified any adverse impact it will be essential to ensure that any volunteers that support our libraries fully understand the council's equality duties
Race	No			Although we have not identified any adverse impact it will be essential to ensure that any volunteers that support our libraries fully understand the council's equality duties
Religion / Belief	No			Although we have not identified any adverse impact it will be essential to ensure that any volunteers that support our libraries fully understand the council's equality duties
Sex (male or female)	No			Although we have not identified any adverse impact it will be essential to ensure that any volunteers that support our libraries fully understand the council's equality duties
Sexual Orientation	No			Although we have not identified any adverse impact it will be essential to ensure that any volunteers that support our libraries fully understand the council's equality duties
HR & workforce issues	yes	Yes as some staff will be made redundant	This adverse impact is justified on the basis that the council is prioritising spending to those services that it must provide by law but without going beyond what is required, and that a saving in this area can be made whilst meeting the obligations by changing the way the service is delivered. It is possible that 16 posts will be deleted from across the service.	The members of staff affected will be placed on the re-deployment list, and will be supported in terms of any training that the members of staff request and will try to source this for them for interviews and cv's. Any assistance required by the affected members of staff in terms of applications for other roles, preparation for interviews will be offered. Regular meetings will be offered to the members of staff to discuss any ongoing support needs or assistance that the council may be able to provide. There are some courses available for staff to

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				attend and these are advertised on the intranet reorganisation support pages.

Summary	
Date of Assessment:	27 March 2015 updated 16/06/2015
Signed off by Head of Service/Director	A Minns
Review date	30/09/2015
Date published	3/7/2015