

# Warwickshire County Council

## Equality Impact Assessment for Budget process

<b>Directorate</b>	<b>Customers, Workforce and Governance</b>
<b>Service Area</b>	<b>Library and Information</b>
<b>Policy/Service being affected</b>	<b>Library and Information Service</b>
<b>Is this an investment or proposed saving?</b>	<b>Proposed savings</b>
<b>Is this proposed saving or investment directly linked to another i.e that an investment in a new or existing service relates to a saving in another area? If so please name the linked proposal.</b>	<b>No</b>
<b>Who is undertaking this assessment?</b>	<b>Ayub Khan, Maureen Oakes</b>
<b>Date of this assessment</b>	<b>20 January 2011</b>
<b>Signature of completing officer (to be signed after the EIA has been completed)</b>	
<b>Name and signature of Head of Service (to be signed after the EIA has been completed)</b>	<b>Kushal Birla</b>
<b>Signature of DMT Equalities Champion (to be signed after the EIA is completed and signed by the completing officer)</b>	
<b>Is your proposal likely to result in complaints from existing services users and/or members of the public? YES/NO</b>	
<b>If yes please flag this with your Head of Service and the Customer Relations Team as soon as possible</b>	

**A copy of the Equality Impact Assessment Report including relevant data and information to be forwarded to the Directorate Equalities Champion and the Corporate Equalities & Diversity Team**

## Form A1

### INITIAL SCREENING FOR BUDGET DECISIONS – DO THEY HAVE ANY RELEVANCE OR POSE ANY RISK TO ANY OF THE EQUALITIES GROUPS?



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

**Note:**

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

DEPARTMENT:	Relevance/Risk to Equalities																					
State the service or proposal being assessed:	Gender inc transgender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Priority status For EIA			
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Library and Information Service Transformation	✓				✓		✓					✓			✓			✓	✓			
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities																						

For saving proposals complete form A2a below

For investment proposals complete form A2b below

**Form A2a – proposed savings**

**Equality Impact Assessment**

**Please Explain**

**Stage 1 – Scoping and Defining**

(1) What are the aims and objectives of service where savings are to be made?

To contribute to the overall savings requirement of the council. The proposed savings are with regard to the Library and Information Service and include:

1. Exploring options for community delivery of Library Services in the libraries which have been identified as no longer viable in their current form.
2. Reducing opening hours in remaining libraries
3. Remodelling Warwick library and relocate to Shire Hall.
4. Reducing the mobile library service
5. Introducing self-service equipment (RFID) in libraries
6. Reducing the number of public (People's Network) computers
7. Sharing services with neighbouring library authorities
8. Reducing the number of staff, including administration, technical, management and specialist posts.
9. Cost savings and income from more partnership working
10. Sharing more premises via the corporate One Front Door programme

The aims of these proposed changes are to ensure that the LIS operates effectively, including in relation to its public sector equality duties within a much reduced budget envelope.

<p>(2) How does the service fit with the council's wider objectives?</p>	<p><b>These proposals support the wider budget targets established through SDLT.</b></p> <p>The proposals outlined above are with relation to a statutory duty of the county council.</p> <p>The Public Libraries &amp; Museums Act 1964 sets out the statutory duty for all local authorities to provide a comprehensive and efficient library service set in the context of local need: that is, specifically of those who live, work and study in the local area. The proposals will result in a service which is delivered in a different way, with focus moving from buildings based to focusing on community need.</p> <p>Apart from being a statutory duty this service is relevant to the four corporate outcomes as follows:</p> <ul style="list-style-type: none"> <li>➤ Raising levels of educational attainment</li> <li>➤ Protecting the community and making Warwickshire a safer place to live</li> <li>➤ Maximising independence for older people</li> <li>➤ Developing sustainable places and communities</li> </ul>
<p>(3) What would have been the expected outcomes of the service?</p> <p>Who would have benefited from the service and in what way?</p>	<p>The areas where savings have been identified will enable the service to reach a budget reduction target.</p> <p>We wish to realise the public service savings required as part of the impact of service pressures and national funding changes to local government.</p>

(4) Does this proposed saving have the potential to directly or indirectly discriminate against any particular group or to compound issues of social inequality?

Please identify all groups that are affected

**RACE**

Proposals 1, 2, 4 and 6 may adversely affect specific groups within certain locations and impact upon the community cohesion priority of the county council.

National research shows that Library usage is higher amongst black and minority ethnic groups than within the white population.

**AGE**

Proposals 1, 2, 4 and 6 have the potential to disadvantage service users with the reduction in service available.

Older people (membership data shows 32% of members as being over 50) and the young (CIPFA Children's survey 2010 - 82% of respondents (total 3,051) were under 10 years of age) represent a large proportion of service users (53% of membership) and these groups can be less mobile. A reduction in service may make it difficult for these groups to access the buildings based service due to increased need to travel and the reduction in opening hours.

More than 50% of staff are between the ages of 41 and 60, the impact of proposal 8 does have the potential to be disproportionate in terms of equality.

**GENDER inc Transgender**

Proposal 8 - Reducing the number of staff - In respect of employment women will be disadvantaged as the majority of posts that may be affected are occupied by women; however it is not disproportionate as the overall staff figures show a higher percentage of women employed.

A greater percentage of library users are female (57% of membership) therefore the impact in terms of equality is disproportionate with regard to proposals 1, 2, 4 and 6.

	<p><b>RELIGION/BELIEF</b></p> <p>Proposal 1 - Reducing the network spread may have an adverse affect upon the religion/belief of some users of the service and groups that may use specific libraries for meeting places - impacting upon community cohesion a main priority of the county council.</p>	<p><b>DISABILITY</b></p> <p>Proposals 1, 4, 5 and 6 may have an adverse affect upon users who have a disability.</p>	<p><b>SEXUAL ORIENTATION</b></p> <p>At present there is limited data on this group therefore it is difficult to identify the impact any of the proposals will have on this group.</p>
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<p>. (5) Are there any negative impacts on social inequality issues? This includes impacts on child poverty for example or our most geographically disadvantaged communities</p>	<p>Proposal 1 - Reducing the network spread and proposal 4 - Reducing the size and cover of the mobile library service will impact upon rural inequalities. The LIS is a local service, the CIPFA Adult survey 2009 found that 98% of respondents felt the library (including the mobile service) was an easy place to get to.</p> <p>Proposal 6 - Reducing the number of public (People's Network) computers may have an impact upon those on low incomes who rely on this free service for access to the internet, those users in silver surfer groups and younger age groups. In a recent CIPFA children's survey 50% of respondents use computers in libraries for homework, e-mail, playing games etc. The CIPFA Adult survey results show that 17% of respondents intended to use the computers – this ranged from 6.9% at Henley-in-Arden to 39.5% at Hartshill.</p> <p>Libraries have a radical social purpose. They are about creating a fairer society and vital community focal points; helping people become skilled readers, with major implications for their life chances. Educational attainment is an important aspect to reducing social inequalities; the general reduction in the LIS may impact upon the educational attainment of those children from low income families. Additionally there are those that need a quiet and warm place to study, the availability of such places may be impacted upon by proposal 1. In the CIPFA children's survey only 18% of the respondents (total 3,051) did <u>not</u> use the library to do their homework. The CIPFA Adult survey results found that 97% of respondents were satisfied with the library as a safe place to visit.</p> <p>All libraries provide pc's which include assistive technology software and hardware to enable use by those members with a disability, a reduction in pc's may have an equality impact on this group.</p>
<p><b><u>Stage 2 - Information Gathering</u></b></p>	

(1) What type and range of evidence or information have you used to help you make a judgement about the cut to this particular service?

1. Explore options for community delivery of Library Services in the libraries which have been identified as no longer viable in their current form. Comprehensive analysis has been carried out and all 34 libraries have been assessed against the key criteria of the number of visits and issues per hour and existing or potential partnership links. Mosaic data from the Warwickshire Observatory has also informed this analysis.
2. Reducing opening hours in remaining libraries – This judgement is based on assessment of performance data analysed for participation/usage within a budget envelope.
3. Remodel Warwick library and relocate to Shire Hall – Assessment of extensive performance data.
4. Reducing the mobile library service – Usage data and scoping of the opportunities afforded by reconfiguring the service and sharing with neighbouring authority.
5. Introducing self-service equipment (RFID) in libraries – this is not a cut to service provision but it does have an impact upon staff and potentially some service users. The judgement is based the need to modernise service delivery and to achieve the required savings within the service.
6. Reducing the number of public (People's Network) computers – This judgement is based on the need to minimise spend within the service, analysis of usage data and the introduction of wifi as an alternative.
7. Sharing services with neighbouring library authorities – the need to achieve savings within the service and the close working relationships which exist with neighbouring authorities provide opportunities to benefit from economies of scale. National trends have also informed this option.
8. Reducing the number of staff, including administration, technical, management and specialist posts. This judgement is based on the need to minimise spend in line with the scale of the financial challenges facing the local authority.
9. Cost savings and income from more partnership working. This judgement is not a cut to the service; it applies to areas where we have opportunities to share premises with partners or to work in conjunction to achieve economies of scale.

	<p>10. Sharing more premises via the corporate One Front Door programme. To achieve the level of savings required the service has investigated ways of maximising resources. Significant savings could be achieved through sharing premises and co-locating or integrating with other county council services. Library services are already in discussion with the Police on taking over the handling of routine enquires and Environment and Economy on how library staff can deliver Heritage Education activities across the network.</p>
<p>(2) Have you been able to use any consultation data to help make this decision, if so what?</p>	<p>Existing Public Library User Survey consultation data has been used to inform the wider performance/usage data. However full consultation on proposals 1, 2, 4 and 6 will take place once we can release these sensitive proposals which at the time of undertaking this assessment remain confidential.</p> <p>Proposal 8 may require consultation dependent upon the manner in which staffing numbers are reduced.</p> <p>Proposals 7, 9 and 10 do not require consultation.</p> <p>.</p>
<p><b><u>Stage 3 – Making a Judgement</u></b></p>	

(1) From the evidence above is there any adverse or negative impact identified for any particular group?

Rationalising some of the library network where it is not viable to maintain a buildings based service, reducing opening hours in those remaining and reducing the Mobile service – will have an adverse impact upon the users of the service at the specific locations. This will particularly have an impact upon rural users, those on a low income, and those with a disability or mobility issues as there will be greater travel distances to buildings based library services.

A general reduction in LIS provision will, in terms of equality have a disproportionate impact upon females as this cohort makes up the greater percentage of library users. More specifically, reducing the number of public (People's Network) computers will reduce the availability across all users but in particular there could be an adverse impact upon those on low incomes, the elderly and younger age groups.

Sharing services with neighbouring library authorities, more partnership working and sharing more premises will not affect the delivery of the statutory service but may well cause inconvenience for some service users.

Reducing the number of staff does have an equality impact as 80% of the workforce are female.

Pages 8 and 9 above detail the potential impact the proposals may have on specific groups specified in the equality legislation. It is not possible to be more specific until detailed consultation can be undertaken once these proposals are public.

<p>(2) If there is an adverse impact, can this be justified?</p>	<p>Proposals 1, 2, 4 and 6 are with regard to delivering a service within the reduced budget whilst still fulfilling the statutory duty of the authority.</p> <p>Proposal 5 is providing the required savings whilst improving service efficiency and security of stock.</p> <p>Proposals 7, 9 and 10 will enable the authority to benefit from economies of scale and deliver the required savings with minimum affect on front line service delivery.</p> <p>The impact as a result of proposal 8 on staff will depend upon the method of reduction in staff numbers; however the plans for the future of the library service and the financial constraints of the authority do require a reduction in staff numbers.</p>
<p>(3) if there is an adverse impact on social inequalities can these be justified?</p>	<p>These proposals may have some impact upon the contribution of the LIS to the 'Narrowing the Gaps' agenda of the county council. The county council would still be providing a statutory public library service with a reasonable distance and would hope to develop if possible outreach services for priority groups within a tight budget envelope. Although it needs to be noted that as part of the budget saving proposals specialist and outreach posts are being reduced.</p>



(4) What actions could be taken or have been taken to reduce or eliminate negative or adverse impact?

1. Explore options for community delivery of Library Services in the libraries which have been identified as no longer viable in their current form – the libraries included within the proposal are some of those that are least used across the county which should minimise the impact across the total number of library users.
2. Reducing opening hours in remaining libraries - The proposal to reduce opening hours is based on current usage and the specifics regarding the pattern of new proposed hours are being left open for consultation for communities to have a say as to when their library will be open
3. Remodel Warwick library and relocate to Shire Hall. This proposal is to achieve greater efficiency and a negative impact on equality is not foreseen
4. Reducing the mobile library service – In planning the reduction in stops the least used ones have been put forward whilst aiming to maintain a fair coverage across the county. Priority will be given to areas affected by library building rationalisation.
5. Introducing self-service equipment (RFID) in libraries – Some library users are not able to use the self service machines however there are staff available to assist when needed
6. Reducing the number of public (People's Network) computers – this reduction will be planned in collaboration with the network reduction and the introduction of wifi.
7. Sharing services with neighbouring library authorities – the proposal is to exploit our potential for economies of scale. A negative impact on equality is not foreseen
8. Reducing the number of staff, including administration, technical, management and specialist posts – the proposal is to try and achieve this by natural wastage and voluntary early retirement, but compulsory redundancies cannot be ruled out
9. Cost savings and income from more partnership working – the proposal is to continue to engage in partnership working to reduce costs and increase income. A negative impact on equality is not foreseen
10. Sharing more premises via the corporate One Front Door programme – this proposal is specifically looking to maximise resources, sharing premises and co-locating. Also to horizontally diversify, providing an enquiry service on behalf of the Police and delivering Heritage Education activities across the network. A negative impact on equality is not foreseen

(5) Is there any positive impact?  
Does it promote equality of opportunity between different groups and actively address discrimination?

These proposals will help the LIS become more sustainable and will focus on priority areas for service delivery.

**Stage 4 – Action Planning, Review & Monitoring**

If No Further Action is required then go to – Review & Monitoring

EIA Action Plan

(1) Action Planning – Specify any action which could be taken to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

Action	Lead Officer	Date for completion	Resource requirements	Comments
Investigate stakeholder data and establish an evidence base for specific locations and groups.	Maureen Oakes			
Undertake consultation to assess the equality implications of proposals.	Liz Wood			
Undertake analysis of EIA consultation data	Maureen Oakes			

## (2) Review and Monitoring

State how and when you will monitor the impact of this proposed saving

Once proposals have been made public we will conduct further reviews on the affect on diverse groups in its implementation within the annual service planning cycle.

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Please annotate your proposed saving with the following statement:

'An Equality Impact Assessment on this proposed saving was undertaken on (date of assessment) and will be reviewed on date (one years from the date it was assessed)'

**Form A2b – proposed investment**

**Equality Impact Assessment**

**Please Explain**

<b>Stage 1 – Scoping and Defining</b>			
(1) What are the aims and objectives of the proposed investment?			
(2) How does the investment fit with the council’s wider objectives?			
(3) What are the expected outcomes of the investment?			
Who is intended to benefit and in what way?			
(4) Does this investment have the potential to directly or indirectly discriminate against any particular group?	RACE	AGE	GENDER
Please identify all groups that are affected	RELIGION/BELIEF	DISABILITY	SEXUAL ORIENTATION
(5) Are there any positive impacts on social inequality issues? This includes impacts on child poverty for example or our most geographically disadvantaged communities			
(6) Are there any obvious barriers to accessing the service provided through the investment?			
(7) How does the investment contribute to promotion of equality and/or reduction of social inequalities?			

(8) Does the investment have the potential to promote good relations between groups?

**Stage 2 - Information Gathering**

(1) What type and range of evidence or information have you used to help you make a judgement about the proposal?

(2) What consultation data has been used? What new consultation, if any, do you need to undertake?

**Stage 3 – Making a Judgement**

(1) From your data and consultations is there any adverse or negative impact identified for any particular group?

Is there any evidence of needs not being met? e.g. language or physical access barriers; lack of appropriate resources or facilities

(2) If there is an adverse impact, can this be justified?

(3) What actions are going to be taken to reduce or eliminate negative or adverse impact?																														
(4) Is there any positive impact? Does it promote equality of opportunity between different groups and actively address discrimination?																														
<b><u>Stage 4 – Action Planning, Review &amp; Monitoring</u></b>																														
<p>If No Further Action is required then go to – Review &amp; Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements which can be made to the proposal to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EIA Action Plan</p> <table border="1" data-bbox="779 778 2040 1007"> <thead> <tr> <th data-bbox="779 778 1032 852">Action</th> <th data-bbox="1032 778 1285 852">Lead Officer</th> <th data-bbox="1285 778 1538 852">Date for completion</th> <th data-bbox="1538 778 1792 852">Resource requirements</th> <th data-bbox="1792 778 2040 852">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="779 852 1032 890"></td> <td data-bbox="1032 852 1285 890"></td> <td data-bbox="1285 852 1538 890"></td> <td data-bbox="1538 852 1792 890"></td> <td data-bbox="1792 852 2040 890"></td> </tr> <tr> <td data-bbox="779 890 1032 928"></td> <td data-bbox="1032 890 1285 928"></td> <td data-bbox="1285 890 1538 928"></td> <td data-bbox="1538 890 1792 928"></td> <td data-bbox="1792 890 2040 928"></td> </tr> <tr> <td data-bbox="779 928 1032 967"></td> <td data-bbox="1032 928 1285 967"></td> <td data-bbox="1285 928 1538 967"></td> <td data-bbox="1538 928 1792 967"></td> <td data-bbox="1792 928 2040 967"></td> </tr> <tr> <td data-bbox="779 967 1032 1007"></td> <td data-bbox="1032 967 1285 1007"></td> <td data-bbox="1285 967 1538 1007"></td> <td data-bbox="1538 967 1792 1007"></td> <td data-bbox="1792 967 2040 1007"></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
(2) Review and Monitoring State how and when you will monitor policy and EIA Action Plan																														

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this proposed investment was undertaken on (date of assessment) and will be reviewed on date (one year from the date it was assessed)’.