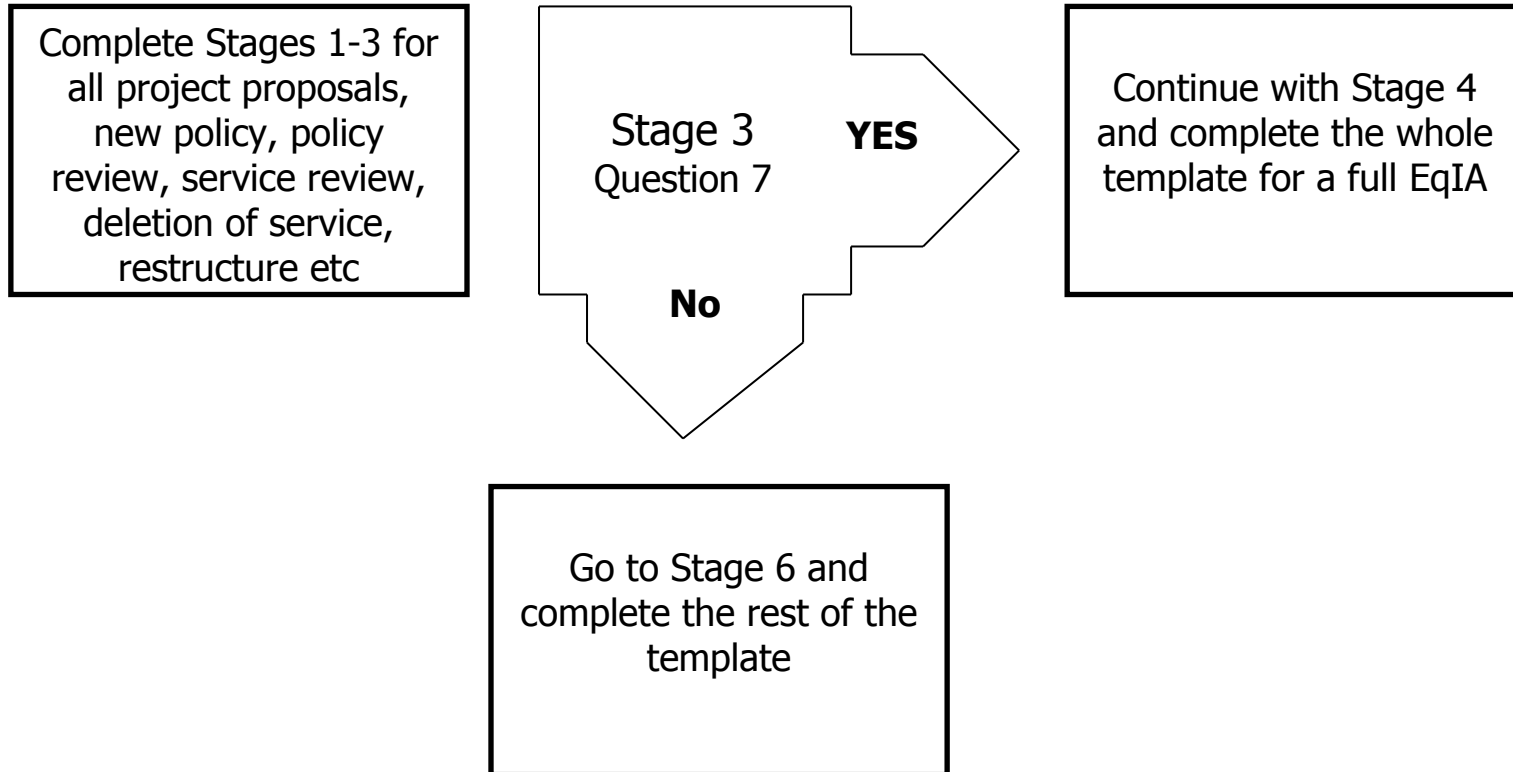


Equality Impact Assessment Template

The Council has revised and simplified its Equality Impact Assessment process. There is now just one Template. Project Managers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



Equality Impact Assessment (EqIA) Template

In order to carry out this assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIAs. Please refer to these to assist you in completing this assessment.

It will also help you to look at the EqIA Template with Guidance Notes to assist you in completing the EqIA.

Type of Project / Proposal:	Tick ✓	Type of Decision:	Tick ✓
Transformation		Cabinet	✓
Capital		Portfolio Holder	
Service Plan		Corporate Strategic Board	
Other	✓	Other	
Title of Project:		Library Service Strategy 2015-2018	
Directorate / Service responsible:		Community, Health and Well-Being/Community and Culture	
Name and job title of lead officer:		Tim Bryan – Service Manager, Libraries, Sport and Leisure	
Name & contact details of the other persons involved in the assessment:		Marianne Locke – Divisional Director, Community and Culture Marianne.locke@harrow.gov.uk	
		Carol Yarde – Head of Transformation, Community, Health, and Wellbeing Carol.yarde@harrow.gov.uk	
		Mohammed Ilyas- Policy Officer, Equalities and Diversity Mohammed.ilyas@harrow.gov.uk	
		Fiona Mehta – Senior Library Manager, Carillion Integrated Services Fiona.mehta@carillionservices.co.uk	
		Elaine Collier – Senior Operations Manager, Carillion Integrated Services Elaine.collier@carillionservices.co.uk	
		Multi agency Equalities Impact Assessment sub group including:	
		Mr Wainwright, Hatch End Association bwainwright@waitrose.com	
		Mr Mael, Hatch End Association	

	julianmael@aol.com Ray Barber, St. Albans Church, North Harrow rwbarber374@btinternet.com Penny Ince, Age UK, Harrow pince@ageukharrow.org.uk Samuel Botchey – Harrow Council, Children and Families – Youth Development samuel.botchey@harrow.gov.uk Thomas Paul – Reed in Partnership thomas.paul@reed.co.uk
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Date of assessment:	24/11/14
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Stage 1: Overview	
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<p>1. What are you trying to do?</p> <p>(Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>To develop a strategy for the future provision of library services in Harrow to best meet the future needs of library users within the reduced budget that will be available. Visitor and issue statistics for the Harrow libraries have decreased over the last five years.</p> <p>Proposals have been put forward for consultation to enable the library service to save approximately £500k in 2015-16. These include reducing the number of library buildings in the borough by four to enable resources to be concentrated on the best used libraries. The four libraries proposed for closure are Bob Lawrence, Hatch End, North Harrow, and Rayners Lane. All four libraries provide stock for loan, library activities including activities for children, public access computers, newspapers and magazines, and access to information on a range of subjects. Most of the libraries also hold reading groups for adults. These libraries are being proposed for closure as they are amongst the least well performing libraries in terms of visits and stock issues compared to the other Harrow libraries.</p> <p>An alternative proposal is to reduce library opening hours to approximately 22.5 hours per week to save approximately £250k per annum. ‘Open+’ technology will also be trialled at Wealdstone library which will enable library members to access the library with their library membership card without staff being present. It is proposed that online and digital services will be further increased and improved to</p>
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	widen access, and if any of the library closures are implemented consideration will be given to how comparable services will then be provided to any residents who are then likely not to be able to visit a library.					
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Residents / Service Users	✓	Partners	✓	Stakeholders	✓
	Staff	✓	Age	✓	Disability	✓
	Gender Reassignment	✓	Marriage and Civil Partnership	✓	Pregnancy and Maternity	✓
	Race	✓	Religion or Belief	✓	Sex	✓
	Sexual Orientation	✓	Other			
3. Is the responsibility shared with another directorate, authority or organisation? If so: <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	Carillion Integrated Services manage the library service on the Council's behalf. Harrow Council has overall responsibility for this project.					
Stage 2: Evidence / Data Collation						
4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics. (Where you have gaps (data is not available/being collated), you may need to include this as an action to address in your Improvement Action Plan at Stage 7)						
Age (including carers of young/older people)	Adult users (those 16 and over, a sample of 400 persons at each branch) were surveyed for a Public Library Users Survey (PLUS) in the autumn of 2012. The results were as follows:					

Libraries	Age Groups					
	16-24	25-34	35-44	45-54	55-64	65+
All Libraries	7%	14%	19%	13%	11%	22%
Bob Lawrence	9%	18%	24%	11%	12%	16%
Hatch End	4%	9 %	24%	14%	10%	26 %
North Harrow	7 %	15 %	20%	14%	12%	17%
Rayners Lane	5%	14%	21%	12%	8%	27%
Total for all 4 libraries above that are proposed for closure	6 %	14%	22%	13%	10%	21%
Wealdstone – Trial of Open+	8%	19%	16%	12%	10 %	21%

The breakdown from the Library Management System of active users (those who have used their library card in the last 12 months – report generated in August 2014) was as follows. The total number of active

users who responded was 50,530:

Libraries	Age Groups					
	0-4	5-11	12-17	18-35	36-59	60+
All Libraries	14%	21%	11%	19%	22%	13%
Bob Lawrence (2748 responded)	16%	24%	14%	19%	18%	8%
Hatch End (3001 responded)	18%	27%	9%	12%	19%	15%
North Harrow (3305 responded)	13%	21%	11%	21%	23%	11%
Rayners Lane (3583 responded)	14%	26%	12%	17%	21%	10%

Total for all 4 libraries above that are proposed for closure	15%	24%	11%	17%	20%	11%
Wealdstone – Trial of Open+ (5390 responded)	13%	23%	12%	21%	21%	10%

In Summary:

All Libraries – 35% were aged 11 and under

Bob Lawrence – 40% were aged 11 and under

Hatch End – 45% were aged 11 and under

North Harrow – 34% were aged 11 and under

Rayners Lane – 40% were aged 11 and under

The breakdown by age of respondents (1,176 responses in total) to the Library Service consultation carried out November 2014 to January 2015 were as follows:

Under 16 – 2.38%

16-24 – 4.76%

25-44 – 28.23%

45-64 – 31.04%

65 years and over – 25.51%

Frontline staffing – 16-24 year old = 19%, 25-34 year old = 14%, 35-44 year old = 15%, 45-54 year old = 16%, 55-64 year old = 34%, 65-74 year old = 1%

The resident population of Harrow according to the 2011 Census was 239,100. Census data by age for the whole borough was as follows:

Age Group	Total	Percentage
0-4 year olds	15,916	4%
5-17 year olds	38,746	16%
18-24 year olds	21,435	9%
25-49 year olds	72,703	30%
50-59 year olds	44,579	19%
60-74 year olds	29,430	12%
75-89 year olds	14,641	6%
90 years old and over	1,606	1%

Census data shows the percentage age breakdown for each of the Wards that would be affected by proposed library closures:

Age Groups	Wards			
	Edgware (Bob Lawrence Library)	Hatch End (Hatch End Library)	Headstone South (North Harrow Library)	Rayners Lane (Rayners Lane Library)
0-4 year olds	7%	6%	7%	6%
5-7 year olds	4%	4%	4%	4%
8-9 year olds	2%	2%	2%	2%
10-14 year olds	6%	6%	6%	6%
15 year olds	1%	1%	1%	1%
16-17 year olds	3%	3%	2%	3%
18-19 year olds	2%	2%	2%	2%
20-24 year olds	8%	5%	7%	6%
25-29 year olds	10%	6%	9%	7%
30-44 year olds	23%	19%	24%	22%
45-59 year olds	18%	21%	19%	20%
60-64 year olds	4%	6%	4%	5%
65-74 year olds	6%	9%	6%	7%
75-84 year olds	4%	7%	4%	5%
85-89 year olds	1%	2%	1%	1%

90 and over	0.5%	1%	0.5%	0.4%
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Bob Lawrence Library falls within Edgware Ward. **In summary 15% of the resident population were aged 60 or over, and 25% were aged between 0-19.**

Hatch End Library falls within Hatch End Ward. **In summary 25% of the resident population were aged 60 or over, and 24% were aged 0-19.**

North Harrow Library falls within Headstone South Ward. **In summary 19% of the resident population were aged 60 or over, and 24% were aged 0-19.**

Rayners Lane library falls within Rayners Lane Ward. **In summary 18% of the resident population were aged over 60 or over, and 24% were aged 0-19.**

Bob Lawrence Library is located close to the border with Queensbury Ward, Hatch End Library is located close to the border with Headstone Manor Ward, North Harrow is located close to the border with Headstone North and West Harrow Ward, and Rayners Lane Library is located close to the border with West Harrow Ward.

The percentage breakdown by age for these wards are shown in the table below:

	Headstone North 10,093 residents	Queensbury 11,984 residents	West Harrow 10,373 residents
	%	%	%
Under 16	18	21.1	20.2
16 to 19	5.2	5	4.8
20 to 29	12.4	17.4	14.3
30 to 59	41.3	40.4	43
60 to 74	15.1	10.7	11.6
75 and over	7.9	5.2	5.9
Average age	40.1	35.7	37.1

Disability (including carers of disabled people)

Adult users (those 16 and over a sample of 400 persons at each branch) were surveyed for a Public Library Users Survey (PLUS) in the autumn of 2012. The percentages of library users who were

registered as disabled or long term sick for the libraries proposed for closure were as follows:

Bob Lawrence – 0.8%

Hatch End – 0.8%

North Harrow – 1.3%

Rayners Lane – 1.3%

The average percentage of library users who were registered disabled or long term sick for the libraries proposed for closure was 1.05%

The percentages of library users who were registered as disabled or long term sick for Wealdstone Library where it is proposed to introduce 'Open+ technology is 4%

The breakdown from the Library Management System of active users (those who have used their library card in the last 12 months – report generated in August 2014) was as follows: Mobility disability = 2%, Hearing disability = 1%, Dexterity Disability = 0.10%, Eyesight Disability = 1%, Learning Disability = 1%, Other Disability = 4%.

The breakdown of active users for those who responded for those libraries proposed for closure was as follows:

Bob Lawrence – Dexterity Disability = 4%, Learning Difficulty = 4%, total who responded = 24.

Hatch End – Hearing = 2%, Learning Difficulty = 2%, Mobility = 6%, Other = 2%, total who responded = 47

North Harrow – No disabled users recorded. Total who responded = 62.

Rayners Lane – Eyesight = 2%, Hearing = 2%, Mobility = 2%, Other = 3%, total who responded = 64

The breakdown of active users aged 16 and over for Wealdstone Library where it is proposed to introduce Open+ technology was: Hearing = 1%, Learning Difficulty = 4%, Mobility = 3%, Other = 4%, total who

	<p>responded = 68</p> <p>The breakdown by disability of respondents (1,176 responses in total) to the Library Service consultation carried out November 2014 to January 2015 were as follows:</p> <p>Disability affecting mobility – 7.35%</p> <p>Disability affecting hearing – 1.84%</p> <p>Disability affecting vision – 0.84%</p> <p>Learning disability – 0.50%</p> <p>Mental ill-health disability – 1.59%</p> <p>Another form of disability – 1.59%</p> <p>Library staffing – 2% have a disability.</p>
Gender Reassignment	<p>The breakdown by gender identity of respondents (1,176 responses in total) to the Library Service consultation carried out November 2014 to January 2015 were as follows:</p> <p>79.08% had the same gender as they were assigned at birth</p> <p>1.02% did not have the same gender as they were assigned at birth.</p> <p>19.9% did not respond to this question.</p> <p>Data for this protected characteristic is not currently available from any other data source.</p>
Marriage / Civil Partnership	<p>The breakdown by marriage/civil partnership of respondents (1,176 responses in total) to the Library</p>

	<p>Service consultation carried out November 2014 to January 2015 were as follows:</p> <p>58.08% were married/widowed</p> <p>25.68% were not married/widowed</p> <p>16.24% did not respond to this question.</p> <p>Data for this protected characteristic is not currently available from any other data source.</p>																					
Pregnancy and Maternity	<p>The breakdown by pregnancy/maternity leave of respondents (1,176 responses in total) to the Library Service consultation carried out November 2014 to January 2015 were as follows:</p> <p>5.61% had been pregnant and/or on maternity leave during the past 2 years</p> <p>65.05% had not been pregnant and/or on maternity leave during the past 2 years.</p> <p>29.34% did not respond to this question.</p> <p>Data for this protected characteristic is not currently available from any other data sources.</p>																					
Race	<p>Adult users (those 16 and over a sample of 400 persons at each branch) were surveyed for a Public Library Users Survey (PLUS) in the autumn of 2012. The breakdown by race for the main racial groups who responded to the question were:</p> <table border="1" data-bbox="638 1091 2132 1375"> <thead> <tr> <th data-bbox="638 1091 1008 1161">Race</th> <th colspan="6" data-bbox="1008 1091 2132 1161">Libraries</th> </tr> <tr> <td data-bbox="638 1161 1008 1267"></td> <th data-bbox="1008 1161 1193 1267">All Libraries</th> <th data-bbox="1193 1161 1379 1267">Bob Lawrence</th> <th data-bbox="1379 1161 1568 1267">Hatch End</th> <th data-bbox="1568 1161 1753 1267">North Harrow</th> <th data-bbox="1753 1161 1939 1267">Rayners Lane</th> <th data-bbox="1939 1161 2132 1267">Wealdstone</th> </tr> </thead> <tbody> <tr> <td data-bbox="638 1267 1008 1375">English/Welsh/Scottish/Northern Irish/British</td> <td data-bbox="1008 1267 1193 1375">33%</td> <td data-bbox="1193 1267 1379 1375">12%</td> <td data-bbox="1379 1267 1568 1375">46%</td> <td data-bbox="1568 1267 1753 1375">34%</td> <td data-bbox="1753 1267 1939 1375">30%</td> <td data-bbox="1939 1267 2132 1375">30%</td> </tr> </tbody> </table>	Race	Libraries							All Libraries	Bob Lawrence	Hatch End	North Harrow	Rayners Lane	Wealdstone	English/Welsh/Scottish/Northern Irish/British	33%	12%	46%	34%	30%	30%
Race	Libraries																					
	All Libraries	Bob Lawrence	Hatch End	North Harrow	Rayners Lane	Wealdstone																
English/Welsh/Scottish/Northern Irish/British	33%	12%	46%	34%	30%	30%																

Indian	26%	47%	23%	24%	27%	23%
Any Other Asian Background	8%	7%	6%	9%	15%	8%
Any other White Background	5%	4%	5%	3%	4%	6%
African	3%	5%	5%	3%	1%	3%
Pakistani	2%	3%	1%	2%	2%	3%
Caribbean	2%	2%	1%	1%	0%	4%
Irish	2%	2%	1%	3%	2%	4%
Chinese	1%	0.5%	2%	2%	1%	1%

The breakdown from the Library Management System of active users (those who have used their library card in the last 12 months – report generated in August 2014) for those who responded was as follows by the main racial groups:

Race	Libraries					
	All Libraries (5124 responses)	Bob Lawrence (106 responses)	Hatch End (99 responses)	North Harrow (256 responses)	Rayners Lane (517 responses)	Wealdstone (370 responses)
Asian or Asian British - Indian	32%	45%	31%	35%	37%	26%
White British	17%	6%	45%	16%	14%	16%

Asian or Asian British – Other Asian	17%	21%	5%	7%	24%	18%
White Other	9%	5%	7%	11%	5%	10%
Black or Black British - African	6%	7%	0%	4%	5%	6%
Chinese	1%	1%	0%	2%	0.4%	2%

The breakdown by race of respondents (1,176 responses in total) to the Library Service consultation carried out November 2014 to January 2015 were as follows:

White or White British – 49.40%

Asian or Asian British – 29.34%

Black or Black British – 3.32%

Mixed ethnic background – 1.96%

Other ethnic background – 1.70%

The main ethnic groups were as follows:

39.88% - English

21.17% - Indian

4.25% - Other White background

2.55% - Sri Lankan

2.13% - Pakistani

1.96% - Irish
 1.62% - Caribbean
 1.53% - African

Census data (2011) shows the ethnic breakdown for Harrow:

Ethnic Group	Total	Percentage
White British	73,826	31%
White Other	27,165	11%
Mixed	9,499	4%
Asian or Asian British	101,808	43%
Black or Black British	19,708	8%
Arab and Other Group	7,050	3%

Census data (2011) shows the ethnic breakdown (percentages) for each of the Wards that would be affected by proposed library closures:

Ethnic Group	Ward			
	Edgware (Bob Lawrence Library)	Hatch End (Hatch End Library)	Headstone South (North Harrow Library)	Rayners Lane (Rayners Lane Library)
Asian or Asian British - Indian	31%	24%	24%	28%

White British	17%	48%	31%	27%
White – Other White	15%	6%	9%	6%
Asian or Asian British – Other Asian	11%	6%	9%	21%
Black or Black British - African	6%	2%	3%	2%
Asian or Asian British - Pakistani	4%	2%	4%	3%
White - Irish	3%	2%	3%	2%
Black or Black British - Caribbean	2%	1%	3%	2%
Arab	2%	1%	2%	1%
Mixed – White and Asian	1%	1%	2%	1%
Mixed – Other Mixed	1%	1%	1%	1%
Asian or Asian British - Chinese	1%	1%	1%	1%

Bob Lawrence Library is located close to the border with Queensbury Ward, Hatch End Library is located close to the border with Headstone Manor Ward, North Harrow is located close to the border with Headstone North and West Harrow Ward, and Rayners Lane Library is located close to the border with West Harrow Ward.

The percentage ethnic breakdown for these wards are shown in the table below:

	Headstone North 10,093 residents	Queensbury 11,984 residents	West Harrow 10,373 residents
	%	%	%
White British	39.1	13.3	32.3
White Irish	3.0	2.4	3.5
Other White	5.3	9.3	8.4
White and Black Caribbean	0.7	0.5	0.9
White and Black African	0.3	0.5	0.4
White and Asian	1.8	1.4	1.9
Other Mixed	1.0	0.6	1.2
Asian or Asian British			
Indian	26.6	43.2	22.6
Pakistani	3.4	3.4	3.6
Bangladeshi	0.3	0.6	0.5
Chinese	1.3	0.7	1.3
Other Asian	9.6	14.7	11.9
Black or Black British			
African	1.9	2.9	3.5
Caribbean	2.3	2.0	2.9
Other Black	1.1	1.7	1.9
Other ethnic group			
Arab	0.8	1.5	1.7
Any other ethnic group	1.4	1.4	1.2

The ethnic breakdown of library staff is as follows: White = 45%, Indian = 21%, Asian Other = 6%, Black African = 2%, Black Caribbean = 2%, Pakistani = 2%, White/Asian = 2%, Chinese = 1%, Not disclosed =

19%

Adult users (those 16 and over and a sample of 400 persons at each branch) were surveyed for a Public Library Users Survey (PLUS) in the autumn of 2012. The largest religious groups of all library users was as follows: Christian – 29%, Hindu – 24%, Muslim – 7%, Jewish 5%

The breakdown by religion for those libraries proposed for closure was as follows:

Bob Lawrence – Hindu = 38%, Christian = 17%, Muslim = 13%, Buddhist = 2%, Jewish = 0.5%, Sikh = 0.5%

Hatch End – Christian = 33%, Hindi = 21%, Jewish = 10%, Muslim = 3%, Buddhist = 2%, Sikh = 1%

North Harrow – Christian = 30%, Hindu = 22%, Muslim = 8%, Jewish = 1%, Buddhist = 1%, Sikh = 1%

Rayners Lane – Hindu = 33%, Christian = 29%, Muslim = 7%, Buddhist = 2%, Sikh = 1%, Jewish = 0.5%

The breakdown by religion for Wealdstone Library where it is proposed to introduce Open+ technology was as follows: Christian = 30%, Hindu = 20%, Muslim = 11%, Buddhist = 2%, Jewish = 2%. Sikh = 1%

The breakdown of active users by religion of those who responded for all libraries was as follows: Hindu = 24%, Christian = 23%, Muslim = 7%, and Jewish = 2%. Total who responded = 882

The breakdown of active users by religion of those libraries proposed for closure was as follows:

Bob Lawrence – Hindu = 52%, Christian = 22%, Muslim = 4%. Total who responded = 23

Hatch End – Christian = 26%, Hindu = 11%, Muslim = 7%, Sikh = 2%. Total who responded = 54

North Harrow – Christian = 28%, Hindu = 26%, Muslim = 3%, Jewish = 1%, Sikh = 1%. Total who responded = 68

Rayners Lane – Hindu = 27%, Christian = 19%, Muslim = 6%, Buddhist = 1%. Total who responded = 67

The breakdown by religion for Wealdstone Library where it is proposed to introduce Open+ technology

Religion and Belief

was as follows: Christian = 22%, Hindu = 16%, Muslim = 10%, Buddhist = 1%

The breakdown by religion of respondents (1,176 responses in total) to the Library Service consultation carried out November 2014 to January 2015 were as follows:

Christianity – 34.18%

Hinduism – 15.73%

Islam – 5.78%

Judaism – 4.76%

Jainism – 2.89%

Buddhism – 0.85%

Sikh – 0.51%

Zoroastrian – 0.17%

No religion/Atheist – 13.69%

There is currently no data available for frontline staffing.

Adult users (those 16 and over and a sample of 400 persons at each branch) were surveyed for a Public Library Users Survey (PLUS) in the autumn of 2012. 57% of total library users aged 16+ were female, and 36% were male.

The breakdown by gender for those libraries proposed for closure was as follows:

Bob Lawrence – 60% Female and 35% Male

Hatch End – 66% Female and 29% Male

Sex / Gender

North Harrow – 53% Female and 38% Male

Rayners Lane – 55% Female and 39% Male

The breakdown by gender for Wealdstone Library where it is proposed to introduce Open+ technology was as follows: 61% Female, and 31% Male.

The breakdown of active users by gender of those who responded for all libraries was as follows: 57% Female and 40% Male. Total who responded = 50,544.

The breakdown of active users by gender of those libraries proposed for closure was as follows:

Bob Lawrence – 58% Female, 40% Male. Total who responded = 2748

Hatch End – 61% Female, 37% Male. Total who responded = 3003

North Harrow – 58% Female, 40% Male. Total who responded = 3306

Rayners Lane – 58% Female, 41% Male. Total who responded = 3583

The breakdown by gender for Wealdstone Library where it is proposed to introduce Open+ technology was as follows: 56% Female, 41% Male. Total who responded = 5390.

The breakdown by sex of respondents (1,176 responses in total) to the Library Service consultation carried out November 2014 to January 2015 were as follows:

Male – 31.46%

Female – 54.68%

Gender breakdown of library staff is as follows: 78% Female and 22% Male.

In summary the data shows that females are currently more actively using Harrow libraries. Library staff

are also predominantly female.

Adult users (those 16 and over and a sample of 400 persons at each branch) were surveyed for a Public Library Users Survey (PLUS) in the autumn of 2012. 64% were heterosexual/straight, 0.6% was bisexual, and 0.4% was gay/lesbian.

The breakdown by sexual orientation for those libraries proposed for closure was as follows:

Bob Lawrence – 54% Heterosexual/Straight, 0.5% Bisexual, and 0.3% Gay/Lesbian

Hatch End – 72% Heterosexual/Straight, 0.5% Bisexual, and 0% Gay/Lesbian

North Harrow – 66% Heterosexual/Straight, 0.5% Bisexual, and 0.5% Gay/Lesbian

Rayners Lane – 63% Heterosexual/Straight, 1% Bisexual, and 0% Gay/Lesbian

The breakdown by sexual orientation for Wealdstone Library where it is proposed to introduce Open+ technology was as follows: 53% Heterosexual/Straight, 1% Bisexual, and 0.5% Gay/Lesbian.

Sexual Orientation

The breakdown of active users by sexual orientation of those who responded for all libraries was as follows: 94% Heterosexual/Straight, 4% Bisexual, 1% Gay/Lesbian. Total who responded = 309

The breakdown of active users by sexual orientation of those libraries proposed for closure was as follows:

Bob Lawrence – 85% Heterosexual/Straight, 15% Bisexual, 0% Gay/Lesbian. Total who responded = 13

Hatch End – 100% Heterosexual/Straight, 0% Bisexual, 0% Gay/Lesbian. Total who responded = 19

North Harrow – 100% Heterosexual/Straight, 0% Bisexual, 0% Gay/Lesbian. Total who responded = 31

Rayners Lane – 100% Heterosexual/Straight, 0% Bisexual, 0% Gay/Lesbian. Total who responded = 21

The breakdown by sexual orientation for Wealdstone Library where it is proposed to introduce Open+ technology was as follows: 91% Heterosexual/Straight, 4% Bisexual, 4% Gay/Lesbian. Total who

	<p>responded = 23</p> <p>The breakdown by sexual orientation of respondents (1,176 responses in total) to the Library Service consultation carried out November 2014 to January 2015 were as follows:</p> <p>Heterosexual – 60.88%</p> <p>Bisexual – 2.81%</p> <p>Gay Man – 0.43%</p> <p>Gay Woman/Lesbian – 0.17%</p> <p>The sexual orientation breakdown for library staff is not currently available.</p>
Socio Economic	<p>Although the 2010 Indices of Deprivation (ID) are not produced at ward level, analysis of the average Lower Layer Super Output Area (LSOA) shows that Harrow's most deprived wards are Wealdstone, Roxbourne, Greenhill and Marlborough.</p> <p>Harrow is ranked 203rd out of 354 Districts in England. Harrow was less deprived in 2010, compared to 2007 when it was ranked 196th.</p> <p>Those wards where the libraries are proposed for closure are amongst the least deprived wards in Harrow:</p> <p>Edgware (Bob Lawrence Library) – 6th most deprived ward out of 21 wards</p> <p>Hatch End (Hatch End Library) – 17th most deprived ward out of 21 wards</p> <p>Headstone South (North Harrow Library) – 14th most deprived ward out of 21 wards</p> <p>Rayners Lane (Rayners Lane Library) – 19th most deprived ward out of 21 wards</p> <p>There are pockets of deprivation in Harrow. Hatch End ward has an LSOA area that falls within the top</p>

20% of the most deprived in England.

Adult users (those 16 and over and a sample of 400 persons at each branch) were surveyed for a Public Library Users Survey (PLUS) in the autumn of 2012. The results for all libraries were: 35% Employed, 25% Retired, 10% Looking After Home or Family, 6% Students, and 6% Unemployed

The socio-economic breakdown for those libraries proposed for closure was as follows:

Bob Lawrence – 37% Employed, 19% Retired, 13% Looking After Home or Family, 10% Unemployed, 8% Students

Hatch End – 38% Employed, 28% Retired, 12% Looking After Home or Family, 4% Students, 4% Unemployed

North Harrow – 43% Employed, 20% Retired, 9% Looking After Home or Family, 7% Unemployed, 4% Students

Rayners Lane – 33% Employed, 29% Retired, 9% Looking After Home or Family, 6% Students, 5% Unemployed

The socio-economic breakdown for Wealdstone Library where it is proposed to introduce Open+ technology was as follows: 34% Employed, 21% Retired, 12% Looking After Home or Family, 8% Students, 7% Unemployed

5. What consultation have you undertaken on your proposals?

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).
Library users and non-users	Survey with background information available in hard copy	There were 1,176 completed survey forms. The survey results	It is intended that there will also be staffed hours at libraries as well as

	<p>at libraries, Harrow Leisure Centre, Harrow Arts Centre. Also available online via the Harrow Council website.</p> <p>Consultation drop in sessions held at all libraries and at Harrow Leisure Centre.</p> <p>Posters also distributed to promote the consultation to all libraries, Harrow Council's Arts and Heritage facilities leisure centres, supermarkets, doctor's surgeries, dental surgeries, and placed on community noticeboards around Harrow.</p> <p>Details of the library consultation were also included on the Council's Take Part web pages</p>	<p>were as follows: 57.31% were willing to consider or supported the use of Open+ technology. 35.33% had health and safety concerns and 45.87% had concerns about getting the information they required. Concerns were particularly expressed about women being on their own, children and vulnerable adults. The same issues were raised at the public consultation sessions and in written responses received.</p> <p>71.4869% did not support or were strongly opposed to the proposed closure of 4 libraries. The main concerns raised were the difficulties in travelling to, and parking at, alternative nearby libraries particularly for people with children and the elderly.</p>	<p>the proposed non staffed hours as some services will only be available when staff are present e.g. Provision of some information and purchasing items such as bio-bags. Bio-bags would be available during staffed hours, at other libraries, and from Access Harrow at the Civic Centre. Parking permits would also be available during staffed hours and from the other libraries. They will also be available to purchase online in the near future. CCTV will be installed at Wealdstone Library where it is intended to trial Open+ and the Wealdstone Centre does have a security officer on duty at all times during opening hours. Children under 12 would not be able to access the library without a parent or guardian being present. Some library information will also be made available in hard copy for reference. Other library information resources are available online via the public access computers.</p> <p>Proposals reviewed in light of the consultation regarding library closures and aiming to reduce the impact of any library closures that are implemented. Reducing opening hours at all libraries except for Gayton Library, the implementation of community libraries, and the co-</p>
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		<p>Those on low incomes would also not be able to afford to travel to other libraries. The importance of the whole range of library services was stressed including the public computers, all activities including those for children, study space, printing and photocopying, and other Council services such as bio-bags and visitor permits. It was felt that there would be insufficient capacity at the remaining libraries. The same issues were raised at the public consultation sessions and in written responses received.</p> <p>Petitions received by the Council against the closure of Bob Lawrence, North Harrow and Rayners Lane libraries.</p>	<p>location of library services with other services, being considered as an alternative to closing libraries or to help enable offsetting of the impact of closures to enable some funding to be available to help mitigate the impact. 4645.7515% supported reducing opening hours as a way of achieving some of the savings required. 4647.6196% did not support reducing opening hours. Additional children's activities would be held at the surrounding libraries if any libraries were to close, and the Housebound Library service will be available and actively publicised to those who are not able to travel to an alternative library – older people and those with disabilities. Additional study space and public computers will also be installed at the alternative libraries.</p>
Harrow Youth Parliament	Meeting held with Harrow Youth Parliament on Wed 3 rd Dec.	<p>Concerns expressed about the reduction in study space if libraries were to be closed. Concerns expressed about job losses if the proposals were to go ahead. If libraries are to close their proximity to other libraries must be considered when making the decisions.</p>	<p>Proposals reviewed in light of the consultation regarding library closures and aiming to reduce the impact of any library closures that are implemented. Reducing opening hours at all libraries except for Gayton Library, the implementation of community libraries, and the co-location of library services with other services, being considered as an alternative to closing libraries or to</p>

			<p>help enable offsetting of the impact of closures to enable some funding to be available to help mitigate the impact. 4645.7515% supported reducing opening hours as a way of achieving some of the savings required. 4647.6196% did not support reducing opening hours. Additional children's activities would be held at the surrounding libraries if any libraries were to close, and the Housebound Library service will be available and actively publicised to those who are not able to travel to an alternative library – older people and those with disabilities. Additional study space and public computers will also be installed at the alternative libraries.</p> <p>Voluntary redundancy will be offered to library staff, and every attempt will be made to avoid any compulsory redundancies.</p>
<p>Age UK Harrow, Harrow Association of Disabled People, Hatch End Association</p>	<p>Letters sent with the consultation brochure by email on Wed 26/11/14.</p>	<p>Written response received from The Hatch End Association. This stressed the importance of the library to preschool children, free computer access for children and adults without personal internet access. Strongly against Hatch End library closing. Parking facilities at other libraries poor compared to Hatch End, and would impact on older, disabled,</p>	<p>Proposals reviewed in light of the consultation regarding library closures and aiming to reduce the impact of any library closures that are implemented. Reducing opening hours at all libraries except for Gayton Library, the implementation of community libraries, and the co-location of library services with other services, being considered as an alternative to closing libraries or to</p>

		and children and their parents/carers.	help enable offsetting of the impact of closures to enable some funding to be available to help mitigate the impact. 45.15% supported reducing opening hours as a way of achieving some of the savings required. 47.96% did not support reducing opening hours. Additional children's activities would be held at the surrounding libraries if any libraries were to close, and the Housebound Library service will be available and actively publicised to those who are not able to travel to an alternative library – older people and those with disabilities. Additional study space and public computers will also be installed at the alternative libraries.
Harrow Schools	Consultation brochures sent to all the Harrow schools via the internal Council mail system.	No specific responses received	
Multi agency Equalities Impact Assessment Sub- Group.	Meeting on 11 th December 2014 attended by 6 members of the public.	The use of libraries by older people, children, and those with disabilities was stressed. Felt that these users would be particularly impacted if library closures went ahead – likely to find travelling to alternative libraries more difficult. The importance of libraries to improve literacy was also stressed.	Proposals reviewed in light of the consultation regarding library closures and aiming to reduce the impact of any library closures that are implemented. Reducing opening hours at all libraries except for Gayton Library, the implementation of community libraries, and the co-location of library services with other services, being considered as an alternative to closing libraries or to help enable offsetting of the impact

			<p>of closures to enable some funding to be available to help mitigate the impact. 45.15% supported reducing opening hours as a way of achieving some of the savings required. 47.96% did not support reducing opening hours. Additional children's activities would be held at the surrounding libraries if any libraries were to close, and the Housebound Library service will be available and actively publicised to those who are not able to travel to an alternative library – older people and those with disabilities. Additional study space and public computers will also be installed at the alternative libraries.</p>
Harrow Community Groups	<p>Information about the library service consultation included in the e-newsletter that is distributed regularly to the community groups during the week beginning 17th November.</p>	<p>Written response received from The Pinner Association and Headstone Residents' Association.</p> <p>The Pinner Association – Strong opposition to the proposed reduction in the accessibility of library facilities. Some concerns about the information provided in the consultation document. Proposals include that only one library should be closed with reduced staffed hours at the remaining libraries. Remaining libraries should be open at the most convenient times for users. Opening on a Sunday at Gayton</p>	<p>Proposals reviewed in light of the consultation regarding library closures and aiming to reduce the impact of any library closures that are implemented. Reducing opening hours at all libraries except for Gayton Library, the implementation of community libraries, and the co-location of library services with other services, being considered as an alternative to closing libraries or to help enable offsetting of the impact of closures to enable some funding to be available to help mitigate the impact. 45.15% supported reducing opening hours as a way of achieving some of the savings required.</p>

		<p>Library felt to be unnecessary. Open+ technology should be rolled out to other libraries if successful trial at Wealdstone but concerns about vandalism.</p> <p>Headstone Residents' Association – Concern expressed about the criteria used for the proposals to close 4 libraries – just on library usage statistics. Importance of North Harrow library to North Harrow 'town centre' and businesses.</p>	<p>47.96% did not support reducing opening hours. Additional children's activities would be held at the surrounding libraries if any libraries were to close, and the Housebound Library service will be available and actively publicised to those who are not able to travel to an alternative library – older people and those with disabilities. Additional study space and public computers will also be installed at the alternative libraries.</p> <p>The map and distances between libraries in the consultation document were provided by the Council's GIS team who provide the Council's mapping information. The map was intended as a general guide to the location of the libraries. The opening hours were also intended as a guide to what the opening hours would potentially be if reduced.</p> <p>Proposals reviewed in light of the consultation regarding library closures and aiming to reduce the impact of any library closures that are implemented. Reducing opening hours at all libraries except for Gayton Library, the implementation of community libraries, and the co-location of library services with other services, being considered as an</p>
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		<p>Parochial Church Council (PCC) of</p>	<p>alternative to closing libraries or to help enable offsetting of the impact of closures to enable some funding to be available to help mitigate the impact. 45.15% supported reducing opening hours as a way of achieving some of the savings required. 47.96% did not support reducing opening hours. Additional children's activities would be held at the surrounding libraries if any libraries were to close, and the Housebound Library service will be available and actively publicised to those who are not able to travel to an alternative library – older people and those with disabilities. Additional study space and public computers will also be installed at the alternative libraries.</p> <p>The map and distances between libraries in the consultation document were provided by the Council's GIS team who provide the Council's mapping information. The map was intended as a general guide to the location of the libraries. The opening hours were also intended as a guide to what the opening hours would potentially be if reduced.</p> <p>Proposals reviewed in light of the consultation regarding library closures and aiming to reduce the</p>
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		<p>the Parish Church of St Alban, North Harrow – Importance of libraries to young people and the elderly, for studying, and for North Harrow 'Town Centre'.</p> <p>Bob Lawrence Library Campaign – Presentation attached. Highlighted the impact on the poorest and most vulnerable residents – Edgware ward an</p>	<p>impact of any library closures that are implemented. Reducing opening hours at all libraries except for Gayton Library, the implementation of community libraries, and the co-location of library services with other services, being considered as an alternative to closing libraries or to help enable offsetting of the impact of closures to enable some funding to be available to help mitigate the impact. 45.15% supported reducing opening hours as a way of achieving some of the savings required. 47.96% did not support reducing opening hours. Additional children's activities would be held at the surrounding libraries if any libraries were to close, and the Housebound Library service will be available and actively publicised to those who are not able to travel to an alternative library – older people and those with disabilities. Additional study space and public computers will also be installed at the alternative libraries.</p> <p>Proposals reviewed in light of the consultation regarding library closures and aiming to reduce the impact of any library closures that are implemented. Reducing opening hours at all libraries except for Gayton Library, the implementation of community libraries, and the co-</p>
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		<p>area of relatively high unemployment, high number of speakers of English as a second language, and low incomes. Presentation details a number of alternative options to continue the delivery of library services including community managed models.</p> <p>Proposal received regarding North Harrow Library from North Harrow Community Partnership – attached. Proposes that North Harrow Library is run as a co-produced community library.</p>	<p>location of library services with other services, being considered as an alternative to closing libraries or to help enable offsetting of the impact of closures to enable some funding to be available to help mitigate the impact. 45.15% supported reducing opening hours as a way of achieving some of the savings required. 47.96% did not support reducing opening hours. Additional children’s activities would be held at the surrounding libraries if any libraries were to close, and the Housebound Library service will be available and actively publicised to those who are not able to travel to an alternative library – older people and those with disabilities. Additional study space and public computers will also be installed at the alternative libraries.</p> <p>Proposals reviewed in light of the consultation regarding library closures and aiming to reduce the impact of any library closures that are implemented. Reducing opening hours at all libraries except for Gayton Library, the implementation of community libraries, and the co-location of library services with other services, being considered as an alternative to closing libraries or to help enable offsetting of the impact of closures to enable some funding to</p>
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			<p>be available to help mitigate the impact. 45.15% supported reducing opening hours as a way of achieving some of the savings required. 47.96% did not support reducing opening hours. Additional children's activities would be held at the surrounding libraries if any libraries were to close, and the Housebound Library service will be available and actively publicised to those who are not able to travel to an alternative library – older people and those with disabilities. Additional study space and public computers will also be installed at the alternative libraries.</p>
<p>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>		<p>Public library CIPFA statistics http://www.cipfastats.net/</p> <p>Carillion Integrated Services – Ealing and Harrow Libraries Annual Report, September 2013-August 2014</p> <p>Libraries Transformation Project, London Borough of Brent. Report from the Director of Environment and Neighbourhood Services including Equalities Impact Assessment – 11th April 2011</p> <p>Libraries Transformation Project – Update. London Borough of Brent, October 2012</p> <p>Read On Get On: How reading can help children escape poverty – The Save the Children Fund, 2014</p> <p>Arts Council England – Measuring the Economic Benefits of Arts and Culture, 2012</p> <p>Department for Culture, Media and Support – Independent Library Report for</p>	

Stage 3: Assessing Potential Disproportionate Impact

7. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes	√	√			√	√		√	
No			√	√			√		√

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, continue with the rest of the template.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.

NO - If you have ticked 'No' to all of the above, then go to **Stage 6**

- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 7

Stage 4: Collating Additional data / Evidence

8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3?

(include this evidence, including any data, statistics, titles of documents and website links here)

Report showing cross usage of libraries by library members, and postcodes of library members per libraries used.

9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation?
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			(This may include further consultation with the affected groups, revising your proposals).
Further consultation with Council Officers, partners, stakeholders, voluntary sector organisations, and service users	Additional meeting of the multi agency Equalities Impact Assessment Sub- Group on 18 th February 2015. Meeting added by 5 people.	<p>Concerns regarding access for older people and children, and people with a disability, in particular were raised if libraries were to close. Potential to increase social isolation particular for these groups if libraries were to close.</p> <p>There were also concerns that the remaining libraries would not be able to cope with the additional demand if libraries were to close.</p> <p>The importance of free IT provision was also stressed for children and people on low incomes who may not have IT access at home. Internet access very important for accessing services and job hunting.</p>	<p>Promoting greater use of the Housebound Library Service.</p> <p>Provision of some library services at an alternative location situated close to any libraries that were closed. This could include a click and collect service. Could involve co-locating with other services.</p> <p>Additional provision of library services at the remaining libraries if libraries were to be closed. This could include children’s activities, IT provision, and study space.</p> <p>Provision of transport for children and their carers to an alternative library could be introduced.</p> <p>Introduction of community libraries to reduce costs being considered.</p>

Stage 5: Assessing Impact and Analysis

10. What does your evidence tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact,

if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?				
Protected Characteristic	Adverse ✓	Positive ✓	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 9	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 7)
Age (including carers of young/older people)	✓		<p>Proposal to close libraries – Likely to have a particular impact on older and young people who are significant groups of users of the Library Service. Access to remaining libraries has the potential to be particularly difficult for these groups as they may find public transport difficult to use and the majority of the libraries have limited parking. The cost of transport could also be an issue for people on low incomes. Library closures also likely to mean that there is less study space available. Capacity at the remaining libraries likely to also be an issue.</p> <p>Proposal to reduce opening hours – Could impact on older people who will tend to visit the libraries during daylight hours, and impact on children who will tend to visit the libraries after school or college or at weekends.</p> <p>Proposal to introduce Open+ technology- Older people and children may find it particularly difficult to access the libraries during Open+ periods as they may not be familiar with the new technology and have concerns about health and safety.</p> <p>The largest age group for library staff who would be impacted by reductions in staffing are older staff aged 55 and above (35%).</p>	<p>Promote greater use of the Housebound library Service for older people who are not able to travel to an alternative library.</p> <p>Provide transport to enable children and carers to attend storytime and rhyme time sessions at an alternative library.</p> <p>Provide some library services at an alternative location close to the existing library, potentially co-locating with other services. This could include children’s activities and a click and collect service.</p> <p>Additional provision at the remaining libraries. This could include children’s activities, greater study space, and more IT provision.</p> <p>Potential to have greater community involvement in the running of some libraries by the setting up of community libraries to help reduce library running costs.</p> <p>Any changes to opening hours to be based on an analysis of demand to ensure that the opening hours are in line with demand.</p> <p>Open+ technology- Technology and procedures to meet the requirements of the Equality Act 2010. Users will need to opt into Open+ and will be fully briefed on procedures including emergency procedures.</p> <p>Voluntary redundancy would be offered to all library staff that would be affected by any reduction in service, with every effort being made to avoid compulsory redundancies. A selection process in</p>

				accordance with Carillion's normal employment policies would be undertaken if compulsory redundancies were required. This would not consider the age of staff. The trade unions would also be consulted.
Disability (including carers of disabled people)	√		<p>Proposal to close libraries – Potential for access issues as may find it difficult to travel to an alternative library due to their disability and the cost of travelling if they are on low incomes. This includes those with a physical disability and those with learning difficulties. This may increase social isolation.</p> <p>Library staff with a disability may find it difficult to work at one of the remaining libraries. Travel could be an issue if the library is further from their home, and the layout of the library could also be a factor.</p> <p>Proposal to introduce Open+ technology - May find it difficult to access the library as their disability may make it difficult for them to use the new technology.</p>	<p>Promote greater use of the Housebound library Service for people with disabilities who are not able to travel to an alternative library.</p> <p>Provide some library services at an alternative location close to the existing library, potentially co-locating with other services. This could include children's activities and a click and collect service.</p> <p>Potential to have greater community involvement in the running of some libraries by the setting up of community libraries to help reduce library running costs.</p> <p>Have timetabled visits to one of the remaining libraries for groups of young people with learning difficulties to ensure that they receive the support required to enable them to be able to continue to use the library service.</p> <p>Open+ technology- Technology and procedures to meet the requirements of the Equality Act 2010. Users will need to opt into Open+ and will be fully briefed on procedures including emergency procedures.</p> <p>The location and layout of the remaining libraries would be taken into consideration when relocating library staff with a disability.</p>
Gender Reassignment			Neither a negative or positive impact for this protected characteristic for either customers or staff.	
Marriage and			Neither a negative or positive impact for this protected characteristic for either customers or	

Civil Partnership			staff.	
Pregnancy and Maternity	√		<p>Proposals to close libraries – Potential for access issues for those who are pregnant as they may find it difficult to access the remaining libraries. They may find it difficult to travel on public transport and there is limited parking at the majority of the libraries. The cost of travel could also be an issue if they are on low incomes.</p> <p>Proposal to introduce Open+ technology – May have health and safety concerns about using the library when in Open+ mode.</p>	<p>Provide some library services at an alternative location close to the existing library, potentially co-locating with other services. This could include children’s activities and a click and collect service.</p> <p>Potential to have greater community involvement in the running of some libraries by the setting up of community libraries to help reduce library running costs.</p> <p>Open+ technology- Technology and procedures to meet the requirements of the Equality Act 2010. Users will need to opt into Open+ and will be fully briefed on procedures including emergency procedures.</p>
Race	√		<p>Proposals to close libraries – The statistics of usage of the libraries including those that are proposed for closure, and the ward data from the 2011 census shows that the largest racial groups are British/White British and Indian. These groups could therefore be impacted more if there were to be library closures.</p> <p>The main racial groups of library staff are also White British and Indian. These groups could therefore be impacted the most by any reductions in staffing.</p>	<p>Provide some library services at an alternative location close to the existing library, potentially co-locating with other services. This could include children’s activities and a click and collect service.</p> <p>Potential to have greater community involvement in the running of some libraries by the setting up of community libraries to help reduce library running costs.</p> <p>It would be ensured that indic language collections would be available at the remaining libraries to ensure that stock in appropriate other languages was still available to the public.</p> <p>Voluntary redundancy would be offered to all library staff that would be affected by any reduction in service, with every effort being made to avoid compulsory redundancies. A selection process in accordance with Carillion’s normal employment policies would be undertaken if compulsory redundancies were required. This would not</p>

				consider the race of staff. The trade unions would also be consulted.			
Religion or Belief			Neither a negative or positive impact for this protected characteristic for either customers or staff.	The existing range of stock about different religions and beliefs will still be available at the remaining libraries.			
Sex	√		<p>Proposals to close libraries -The statistics of usage of the libraries show that more females than males use the libraries, including at those libraries proposed for closure. Females would therefore be impacted more if the library closures went ahead as they would have to travel further to access a library.</p> <p>Females could also have greater concerns regarding health and safety during Open+ opening times.</p> <p>The majority of library staff are also female. Females could therefore be impacted more by any staff reductions.</p>	<p>Provide some library services at an alternative location close to the existing library, potentially co-locating with other services. This could include children's activities and a click and collect service.</p> <p>Potential to have greater community involvement in the running of some libraries by the setting up of community libraries to help reduce library running costs.</p> <p>Open+ technology- Technology and procedures to meet the requirements of the Equality Act 2010. Users will need to opt into Open+ and will be fully briefed on procedures including emergency procedures.</p> <p>Voluntary redundancy would be offered to all library staff that would be affected by any reduction in service, with every effort being made to avoid compulsory redundancies. A selection process in accordance with Carillion's normal employment policies would be undertaken if compulsory redundancies were required. This would not consider the sex of staff. The trade unions would also be consulted.</p>			
Sexual orientation			Neither a negative or positive impact for this protected characteristic for either customers or staff.	The existing range of stock including stock about different sexual orientations will still be available at the remaining libraries.			
11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?				Yes	√	No	

If yes, which Protected Characteristics could be affected and what is the potential impact?

The Council's consultation regarding the future of the Children's Centres could also increase the impact on children and families if nearby libraries were also to close.

11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?

Yes	✓	No	
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Welfare reform is likely to mean that the public will need greater access to the internet in order to be able to claim benefits. Internet access in order to search for employment is also becoming increasingly important.

If yes, what is the potential impact and how likely is to happen?

12. Is there any evidence or concern that the potential adverse impact identified may result in a Protected Characteristic being disadvantaged? (Please refer to the Corporate Guidelines for guidance on the definitions of discrimination, harassment and victimisation and other prohibited conduct under the Equality Act) available on [Harrow HUB/Equalities and Diversity/Policies and Legislation](#)

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes	✓	✓			✓	✓		✓	
No			✓	✓			✓		✓

If you have answered "yes" to any of the above, set out what justification there may be for this in Q13a below - link this to the aims of the proposal and whether the disadvantage is proportionate to the need to meet these aims. (You are encouraged to seek legal advice, if you are concerned that the proposal may breach the equality legislation or you are unsure whether there is objective justification for the proposal)

If the analysis shows the potential for serious adverse impact or disadvantage (or potential discrimination) but you have identified a potential justification for this, this information must be presented to the decision maker for a final decision to be made on whether the disadvantage is proportionate to achieve the aims of the proposal.

- If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. **(select outcome 4)**
- If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. **(select outcome 4)**

Stage 6: Decision

13. Please indicate which of the following statements best describes the outcome of your EqIA (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA. <i>List</i>	✓

<i>the actions you propose to take to address this in the Improvement Action Plan at Stage 7</i>	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 13a below)	
Outcome 4 – Stop and rethink: when there is potential for serious adverse impact or disadvantage to one or more protected groups. (You are encouraged to seek Legal Advice about the potential for unlawful conduct under equalities legislation)	
13a. If your EqIA is assessed as outcome 3 or you have ticked 'yes' in Q12 , explain your justification with full reasoning to continue with your proposals.	

Stage 7: Improvement Action Plan					
14. List below any actions you plan to take as a result of this Impact Assessment. This should include any actions identified throughout the EqIA.					
Area of potential adverse impact e.g. Race, Disability	Action required to mitigate	How will you know this is achieved? E.g. Performance Measure / Target	Target Date	Lead Officer	Date Action included in Service / Team Plan

Age	<ul style="list-style-type: none"> Additional services to be provided at the remaining libraries including additional storytime and rhyme time sessions for children, reading groups for adults, IT provision, and study space for students. 	Number of sessions and facilities available.	May 2015	Tim Bryan	Feb 2015
	<ul style="list-style-type: none"> Promote the use of the Housebound Library Service for those unable to travel to an alternative library particularly older people. 	Increase in number of people using the Housebound Library Service.	May 2015	Tim Bryan	Feb 2015
	<ul style="list-style-type: none"> Location of library services in Children's Centres in the borough 	When library services have been located in children's centres. Measurements of usage of new facility including visits and issues.	Sept 2015	Marianne Locke/Tim Bryan	Feb 2015
	<ul style="list-style-type: none"> Investigate (and implement if feasible) community management of libraries 	When detailed analysis has been completed and implementation completed if feasible	April 2016	Marianne Locke/Tim Bryan	Feb 2015
	<ul style="list-style-type: none"> Provide a community transport offer from closed libraries to the nearest large library or Gayton Library for a trial period of three months to see how this would be used 	Review to see how this has been used after three months.	April 2015	Tim Bryan	Feb 2015

Disability	<ul style="list-style-type: none"> Promote the use of the Housebound Library Service for those unable to travel to an alternative library due to a disability. Location of library services in Children’s Centres in the borough. 	<p>Increase in number of people using the Housebound Library Service.</p> <p>When library services have been located in children’s centres. Measurements of usage of new facility including visits and issues.</p>	<p>May 2015</p> <p>Sept 2015</p>	<p>Tim Bryan</p> <p>Marianne Locke/Tim Bryan</p>	<p>Feb 2015</p> <p>Feb 2015</p>
	<ul style="list-style-type: none"> Ensure that the installation of Open+ technology meets the requirements of the Equality Act 2010. 	<p>Analysis of use by library members once Open+ has been implemented.</p>	<p>April 2015</p>	<p>Tim Bryan</p>	<p>Feb 2015</p>
	<ul style="list-style-type: none"> Investigate (and implement if feasible) community management of libraries 	<p>When detailed analysis has been completed and implementation completed if feasible</p>	<p>April 2016</p>	<p>Marianne Locke/Tim Bryan</p>	<p>Feb 2015</p>
	<ul style="list-style-type: none"> Transport offer as in Age above 				
Pregnancy	<ul style="list-style-type: none"> Promote the use of the Housebound Library Service for those unable to travel to an alternative library due to a disability. Location of library services in Children’s Centres in the borough 	<p>Increase in number of people using the Housebound Library Service.</p> <p>When library services have been located in children’s centres. Measurements of usage of new facility including visits and</p>	<p>May 2015</p> <p>Sept 2015</p>	<p>Tim Bryan</p> <p>Marianne Locke/Tim Bryan</p>	<p>Feb 2015</p> <p>Feb 2015</p>

	<ul style="list-style-type: none"> Investigate (and implement if feasible) community management of libraries Transport offer as in Age above 	<p>issues.</p> <p>When detailed analysis has been completed and implementation completed if feasible</p>	April 2016	Marianne Locke/Tim Bryan	Feb 2015
Race	<ul style="list-style-type: none"> Insure that range of Indic languages are provided at remaining libraries to meet needs. 	<p>Appropriate collections are available in the remaining libraries. Issues to be monitored.</p>	May 2015	Tim Bryan	Feb 2015
	<ul style="list-style-type: none"> Location of library services in Children’s Centres in the borough 	As above	Sept 2015	Tim Bryan	Feb 2015
	<ul style="list-style-type: none"> Investigate (and implement if feasible) community management of libraries 	As above	April 2016	Marianne Locke/Tim Bryan	Feb 2015
Sex	<ul style="list-style-type: none"> Ensure that the installation of Open+ technology meets the requirements of the Equality Act 2010. 	<p>Analysis of use by library members once Open+ has been implemented.</p>	April 2015	Tim Bryan	Feb 2015
	<ul style="list-style-type: none"> Location of library services in Children’s Centres in the borough. 	As above	Sept 2015	Marianne Locke/Tim Bryan	Feb 2015
	<ul style="list-style-type: none"> Investigate (and implement if feasible) community management of libraries 	As above	April 2016	Marianne Locke/Tim Bryan	Feb 2015
	<ul style="list-style-type: none"> Work with Carillion to ensure that 	<p>Analysis of staff who</p>	May 2015	Tim Bryan	Feb 2015

	all staff affected are not unfairly discriminated against as a result of the staff reductions, and that compulsory redundancies are avoided where at all possible.	are made redundant			
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Stage 8 - Monitoring

The full impact of the proposals may only be known after they have been implemented. It is therefore important to ensure effective monitoring measures are in place to assess the impact.

15. How will you monitor the impact of the proposals once they have been implemented? What monitoring measures need to be introduced to ensure effective monitoring of your proposals? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	Maintain use of library service by library members with the same demographic characteristics as currently use the library service.
16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i>	In the Library Service Annual Service Plan
17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	The details of complaints received regarding the proposals have been detailed in section 5 above.

Stage 9: Public Sector Equality Duty

18. How do your proposals contribute towards the Public Sector Equality Duty (PSED) which requires the Council to have due regard to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between different groups.

(Include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups
Implementation of Open+ will meet the needs of the Equality Act 2010.	The same range of books in community languages will still be available in the libraries.	Additional library sessions for children and adults will be available at the remaining libraries.

Stage 10 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)

The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.

<p>19. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</p>			
<p>Signed: (Lead officer completing EqIA)</p>		<p>Signed: (Chair of DETG)</p>	
<p>Date:</p>		<p>Date:</p>	
<p>Date EqIA presented at the EqIA Quality Assurance Group</p>		<p>Signature of ETG Chair</p>	