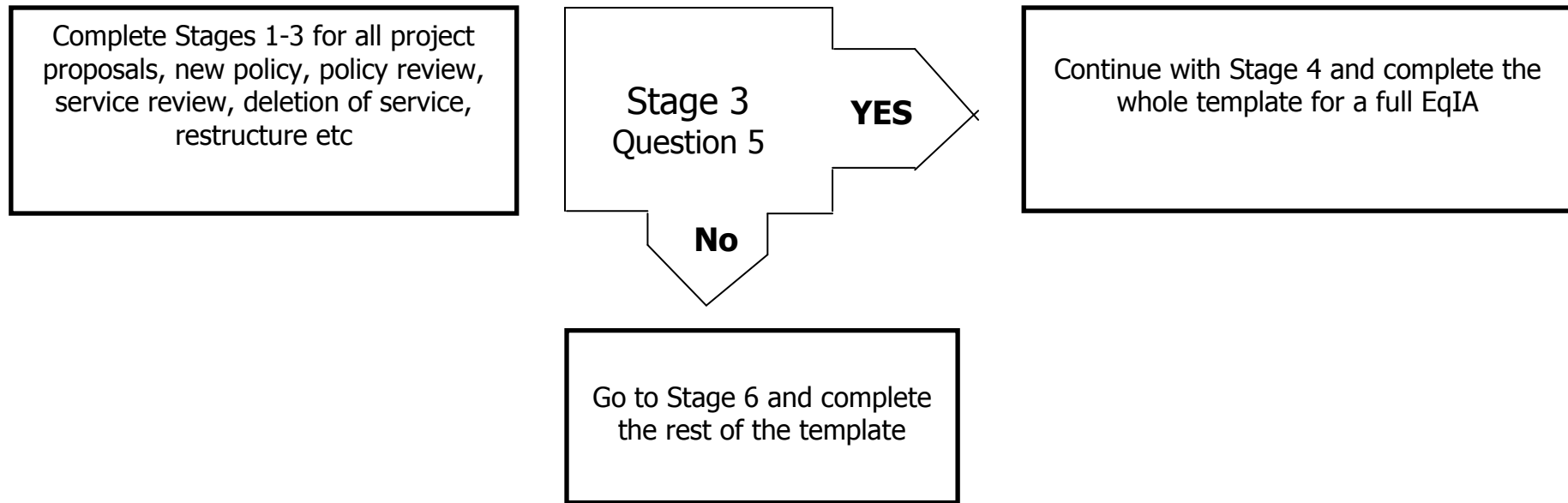# Equality Impact Assessment Template

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

Complete Stages 1-3 for all project proposals, new policy, policy review, service review, deletion of service, restructure etc

Stage 3
Question 5

YES

Continue with Stage 4 and complete the whole template for a full EqIA

No

Go to Stage 6 and complete the rest of the template

- In order to complete this assessment, it is important that you have read the Corporate Guidelines on EqIAs and preferably completed the EqIA E-learning Module.

- You are also encouraged to refer to the EqIA Template with Guidance Notes to assist you in completing this template.

- SIGN OFF: All EqIAs need to be signed off by your Directorate Equality Task Groups. EqIAs relating to Cabinet Reports need to be submitted to the EqIA Quality Assurance Group at least one month before your Cabinet Report date. This group meets on the first Monday of each month.

- Legal will NOT accept any reports without a fully completed, Quality Assured and signed off EqIA.

    The EqIA Guidance, Template and sign off process is available on the Hub under Equality and Diversity

Equality Impact Assessment (EqIA) Template

Type of Decision: Tick ✓		Cabinet	✓	Portfolio Holder		Other (explain)	

Date decision to be taken:	Draft Budget December 2015, Final Budget February 2016
Value of savings to be made (if applicable):	£497k phased over three years 2016-17 – 2018-19 as follows: 2016-17 £180k 2017-18 £108k 2018-19 £209k
Title of Project:	CC2 - Library Strategy Phase 2 - delivery of network of libraries and library regeneration
Directorate / Service responsible:	Community Department, Environment & Culture Directorate
Name and job title of Lead Officer:	Marianne Locke
Name & contact details of the other persons involved in the assessment:	Tim Bryan Service Manager Libraries, Sports & Leisure x 8639
Date of assessment (including review dates):	26th October 2015

Stage 1: Overview

1. What are you trying to do? (Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)	Delivering the Library Strategy Phase 1 has involved a reduction in the number of libraries from 10 to 6 plus a community managed library at North Harrow and a family library at Chandos Children's centre; the implementation of new technology at Wealdstone Library to extend opening hours without cost and a programme of refurbishment of library buildings starting with Stanmore Library. The next phase of delivering the library strategy is as follows: **2016-17** • Utilise Discount Repayment Provision [one-off]. The price currently paid for libraries is the 10 year price and provision (equating to the 5 year price) is being made in case Members decide to break the contract at 5 years. It is suggested that £153,000 of this is used to deliver savings for 2016-17. This will still leave £xxx (tbc) and ongoing accrual in future years. • Reduce book fund [from £277k to £200k] to reflect the overall reduction in libraries in the borough and the move to e-books/online technology etc.

	2017-18 • Reversal of one-off saving 2016/17 (as indicated above) • Further reduce book fund [from £200k to £150k] • Commercialisation Pinner Library – looking at reprovision in new premises to reduce costs and bring income to Harrow (£60k) • Commercialisation Roxeth - looking at reprovision in new premises to reduce costs and bring income to Harrow (£60k) • Opening new Town Centre Library and reducing costs for Gayton Library through reduced premises costs (Gayton Library rent is c£150kpa). This would save £200k. • Wealdstone Library as part of new Civic Centre. Assumes partial closure for redevelopment and reduced rent and other premises costs of £50k. This is contingent on the decisions around the new Civic Centre. By taking into account some possible delay in the new Town Centre library and Wealdstone Library, part year savings are assumed for these and therefore £134K of the above is profiled to 2018/19. One-off implementation costs are assumed at £50K in 16/17 and £75K in 17/18 respectively.					

	Residents / Service Users	✓	Partners	✓	Stakeholders	✓
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	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: • Who are the partners? • Who has the overall responsibility? • How have they been involved in the assessment?	Regeneration and Planning and Corporate Estates to support the delivery of commercialisation projects for libraries (e.g. new Civic Centre). Will link through the Regeneration team planning and the Regeneration Board. Have helped inform the timeline and potential savings for Town Centre Library, Wealdstone Library Carillion (library management contractors). Have helped inform the savings profile for Pinner and Roxeth Libraries. Will operate the reduced stockfund. Have been engaged through the Library Strategy Board.

	Overall responsibility is Community Department.

Stage 2: Evidence & Data Analysis

4. What evidence is available to assess the potential impact of your proposals? 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, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected Characteristics.

(Where you have gaps (data is not available/being collated for any Protected Characteristic), you may need to include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact
Age (including carers of young/older people)	When 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 user groups of all Harrow libraries were those aged 65 and over at 22.3% and those aged 35-44 at 19.5%.

The breakdown of active users of all libraries was as follows: 0-4 year old = 14%, 5-11 year old = 21%, 12-17 year old = 11%, 18-35 year old = 19%, 36-59 year old = 22%, 60+ = 13%

The Home Library Service provides a library service to approximately 500 individuals and approximately 50 sheltered/nursing homes. Approximately 99% of these users are aged 60+

The Schools Library Service is a service for primary and secondary schools that the schools decide whether or not to buy into. Currently 28 primary schools, 3 special schools, and 2 Children's Centres subscribe.

Frontline staffing – 16-24 year old = 19%, 25-34 year old = 14%, 35-44 year old = 15%, 45-54 year old = 16%, | These proposals may have a positive or negative impact on customers of all ages including older people and children. Where libraries are refurbished or re-provided to modern standards, this is likely to have a positive impact for all ages. For example, the new Town Centre Library will provide a start-of-the-art accessible library in a bespoke space rather than a four storey former office block. Evidence from other boroughs suggests that library usage is likely to increase in improved facilities. However, there may be short periods of closure (weeks not months) during refurbishment or reprovision which could briefly inconvenience customers. Engagement programmes will be put in place with customers and the wider community for each library, as is currently being done with Stanmore to ensure new facilities are designed to meet customer needs. |

	55-64 year old = 34%, 65-74 year old = 1%	
Disability (including carers of disabled people)	According to the PLUS survey 1.5% of library users who were over 16 were registered as disabled or long term sick. The breakdown of active users of the libraries was as follows: Mobility disability = 8%, Hearing disability = 5%, Mental Health Problem = 3%, Dexterity Disability = 2%, Eyesight Disability = 2, Learning Disability = 1%, Other Disability = 2% Frontline staffing – 3% have a disability.	
Gender Reassignment	Data not available	
Marriage / Civil Partnership	Data not available	
Pregnancy and Maternity	Data not available	
Race	According to the PLUS survey 33.4% of library users over 16 were English/Welsh/Scottish/Northern Irish/British, 25.9% of users were Indian, 8.1% Any other Asian Background, 2.8% African, and 1.8% Caribbean. The breakdown of active users of the libraries was as follows: Asian or Asian British – Indian = 32%, White British = 17%, Asian or Asian British – Other Asian = 17%, White Other = 9%%, Black or Black British – African = 6% Frontline staffing – White British = 54%, Asian or Asian British – Indian = 34%, Asian or Asian British – Other Asian = 5%, Black or Black British – Caribbean = 3%, Mixed – Other Mixed Group = 3%	These proposals may have a positive or negative impact on customers of all backgrounds. Where libraries are refurbished or re-provided to modern standards, this is likely to have a positive impact for all. For example, the new Town Centre Library will provide a start-of-the-art accessible library in a bespoke space rather than a four storey former office block. Evidence from other boroughs suggests that library usage is likely to increase in improved facilities. However, there may be short periods of closure (weeks not months) during refurbishment or reprovision which could briefly inconvenience customers. Engagement programmes will be put in place with customers and the wider community for each library, as is currently being done with Stanmore to ensure new facilities are designed to meet customer needs.

Religion and Belief	According to the PLUS survey the largest group of library users over 16 were Christian 29%, Hindu 24%, Muslim 7%, and Jewish 5% The breakdown of active users of library users was as follows: Hindu 24%, Christian 23%, Muslim 7%, and Jewish 2% Frontline staffing – no data currently available.	These proposals may have a positive or negative impact on customers of all backgrounds. Where libraries are refurbished or re-provided to modern standards, this is likely to have a positive impact for all. For example, the new Town Centre Library will provide a start-of-the-art accessible library in a bespoke space rather than a four storey former office block. Evidence from other boroughs suggests that library usage is likely to increase in improved facilities. However, there may be short periods of closure (weeks not months) during refurbishment or reprovision which could briefly inconvenience customers. Engagement programmes will be put in place with customers and the wider community for each library, as is currently being done with Stanmore to ensure new facilities are designed to meet customer needs.
Sex / Gender	According to the PLUS survey of library users aged over 16+ 57% were female, and 36% male. The breakdown of active users of all library users was as follows: Female = 57%, Males = 40% Frontline staffing – 78% are female, and 22% are male	These proposals may have a positive or negative impact on customers of all backgrounds. Where libraries are refurbished or re-provided to modern standards, this is likely to have a positive impact for all. For example, the new Town Centre Library will provide a start-of-the-art accessible library in a bespoke space rather than a four storey former office block. Evidence from other boroughs suggests that library usage is likely to increase in improved facilities. However, there may be short periods of closure (weeks not months) during refurbishment or reprovision which could briefly inconvenience customers. Engagement programmes will be put in place with customers and the wider community for each library, as is currently being done with Stanmore to ensure new facilities are designed to meet customer needs.
Sexual Orientation	According to the PLUS survey of library users 64% of users aged 16+ were heterosexual/straight, 0.6% were bisexual, and 0.4% were gay/lesbian. The breakdown of active users of all library users was	These proposals may have a positive or negative impact on customers of all backgrounds. Where libraries are refurbished or re-provided to modern standards, this is likely to have a positive impact for all. For example, the new Town Centre Library will provide a start-of-the-art

| | | as follows: Heterosexual = 94%, Bisexual = 4%, Gay/Lesbian = 1%

Frontline staffing – no data currently available. | accessible library in a bespoke space rather than a four storey former office block. Evidence from other boroughs suggests that library usage is likely to increase in improved facilities. However, there may be short periods of closure (weeks not months) during refurbishment or reprovision which could briefly inconvenience customers. Engagement programmes will be put in place with customers and the wider community for each library, as is currently being done with Stanmore to ensure new facilities are designed to meet customer needs. |

Stage 3: Assessing Potential Disproportionate Impact

5. 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 6

Stage 4: Further Consultation / Additional Evidence

6. 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? E.g. revising your proposals

Stage 5: Assessing Impact

7. What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?

Protected Characteristic	Positive Impact ✓	Adverse Impact		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 7	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 6)
		Minor ✓	Major ✓		
Age (including carers of young/older people)					
Disability (including carers of disabled people)					
Gender Reassignment					

Marriage and Civil Partnership					
Pregnancy and Maternity					
Race					
Religion or Belief					
Sex					
Sexual orientation					

8. 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? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	
9. Any Other Impact – Considering what else is happening within the	Yes		No	

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

Stage 6 – Improvement Action Plan

List below any actions you plan to take as a result of this Impact Assessment. These should include:

- Proposals to mitigate any adverse impact identified
- Positive action to advance equality of opportunity
- Monitoring the impact of the proposals/changes once they have been implemented
- Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this?

Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team	Target Date
All	Engagement with library and non-library users, staff and partners (e.g. Carillion) during planning for new libraries/library refurbishment, using the model already established for Stanmore Library.	Number of responses to engagement Monitoring of responses re protected characteristics to ensure as wide a spread as possible. Sustained increase in usage of new/refurbished library by all categories.	Tim Bryan	April 2018

Stage 7: Public Sector Equality Duty

10. How do your proposals meet the Public Sector Equality Duty (PSED) which requires the Council to: 1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 2. Advance equality of opportunity between people from different groups 3. Foster good relations between people from different groups	The proposals will enable delivery of improved library services to all existing and potential library users through updated facilities and e-resources to better meet their expressed needs.

Stage 8: Recommendation

11. 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 of opportunity are being addressed.	✔
Outcome 2 – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are listed in the Action Plan above.	
Outcome 3 – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. 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 Q12 below)**	
12. If your EqIA is assessed as **outcome 3** explain your justification with full reasoning to continue with your proposals.	

Stage 9 - Organisational sign Off

13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?		
Signed: (Lead officer completing EqIA)	Marianne Locke	Signed: (Chair of DETG)

Date:	27 Oct 2015	Date:	
Date EqIA presented at the EqIA Quality Assurance Group (if required)		Signature of DETG Chair	