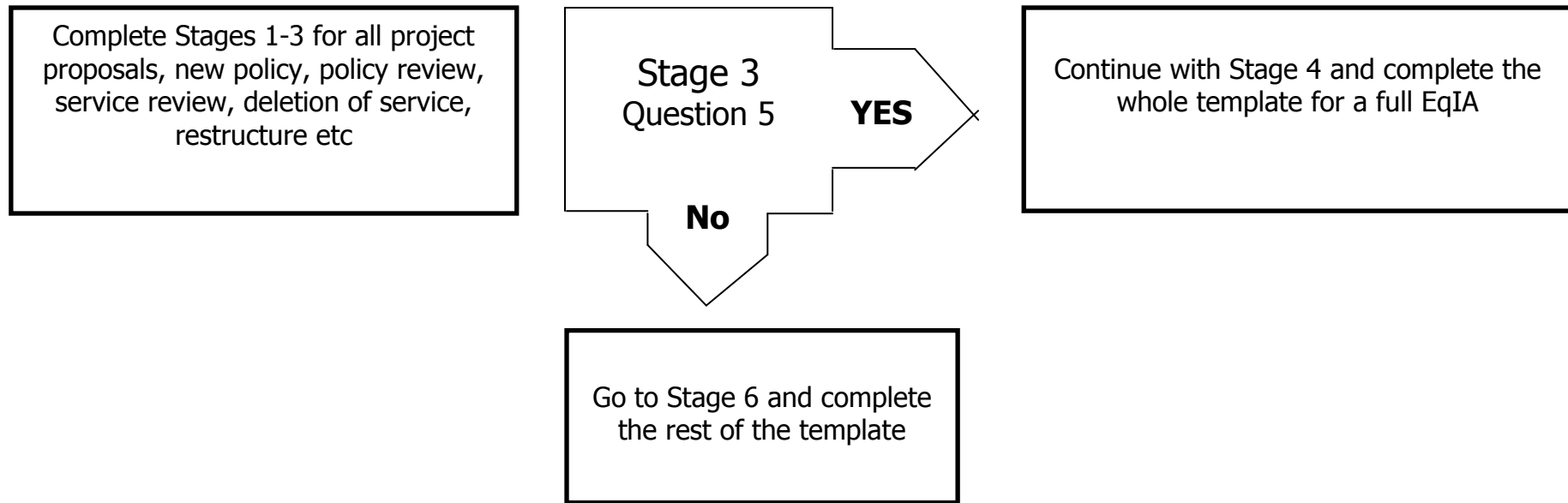


# Equality Impact Assessment Template

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.



- 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.
- Legal will NOT accept any report 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

<b>Type of Decision: Tick ✓</b>	<input checked="" type="checkbox"/> Cabinet <input type="checkbox"/> Portfolio Holder <input type="checkbox"/> Other (explain)
Date decision to be taken:	27 <sup>th</sup> April 2017
Value of savings to be made (if applicable):	n/a
Title of Project:	North Harrow Community Library
Directorate / Service responsible:	Community/Environment 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:	Kamal Shah – Trustee of North Harrow Community Library Charitable Trust <a href="mailto:internos@ntlworld.com">internos@ntlworld.com</a>
Date of assessment (including review dates):	23 <sup>rd</sup> January 2017

## Stage 1: Overview

<p><b>1. What are you trying to do?</b></p> <p>(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)</p>	<p>The proposal is to open North Harrow Community Library in the space that was currently used by North Harrow Library. North Harrow Library was closed in June 2015 as part of the closure of 4 libraries to achieve an MTFs revenue saving of £500,000. The Community Library would be run by the North Harrow Community Library (NHCL) Charitable Trust and would be independent of the Council’s statutory library provision. NHCL first expressed an interest in opening North Harrow Community Library during the public consultation in November 2014 to January 2015 as part of the development of the Library Strategy, 2015-18</p> <p>NHCL propose to deliver a range of library services including the loan of books, DVDs, and CDs. Provide activities for children of all ages, and to provide computer facilities.</p>
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<b>2. Who are the main groups / Protected Characteristics that may be affected by your proposals? (✓ all that apply)</b>	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		

<b>3. Is the responsibility shared with another directorate, authority or organisation? If so:</b> <ul style="list-style-type: none"> <li>Who are the partners?</li> <li>Who has the overall responsibility?</li> <li>How have they been involved in the assessment?</li> </ul>	<p>North Harrow Community Library will be managed by North Harrow Community Library (NHCL) Charitable Trust. The Council will have overall responsibility as the Council will be granting an under lease to NHCL.</p> <p>Kamal Shah from NHCL has reviewed the EqIA. As part of their application that was accessed by the Council NHCL were required to state how the community library would be accessible to all. NHCL included an equal opportunities policy as part of their submission.</p>
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**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 should include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact
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2011 Census data shows the percentage age breakdown for Headstone South Ward, the Ward in which North Harrow Community Library would be situated:

Headstone South Ward	
0-4 year olds	7%
5-7 year olds	4%
8-9 year olds	2%
10-14 year olds	6%
15 year olds	1%
16-17 year olds	2%
18-19 year olds	2%
20-24 year olds	7%
25-29 year olds	9%
30-44 year olds	24%
45-59 year olds	19%
60-64 year olds	4%
65-74 year olds	6%
75-84 year olds	4%
85-89 year olds	1%

Age (including carers of young/older people)

Headstone South Ward – In summary 19% of the resident population were aged 60 or over and 24% were aged 0-19.

Headstone North Ward – In summary 23% of the resident population were aged 60 or over and 23.2% were aged 0-19

West Harrow Ward – In summary 17.5% of the resident population were aged 60 or over and 25% were aged 0-19.

Young people and older people are likely to benefit particularly from the opening of North Harrow Community Library as they may not be able to travel to a library that is further away.

	90 and over	0.5%																									
	<p>North Harrow is located close of the border with Headstone Manor North and West Harrow Ward. The percentage breakdown by age for these wards are shown in the table below:</p> <table border="1" data-bbox="472 395 1274 1034"> <thead> <tr> <th data-bbox="472 395 741 539"></th> <th data-bbox="741 395 1005 539">Headstone North – 10,093 residents</th> <th data-bbox="1005 395 1274 539">West Harrow – 10,373 residents</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 539 741 611">Under 16</td> <td data-bbox="741 539 1005 611">18%</td> <td data-bbox="1005 539 1274 611">20.2%</td> </tr> <tr> <td data-bbox="472 611 741 683">16 to 19</td> <td data-bbox="741 611 1005 683">5.2%</td> <td data-bbox="1005 611 1274 683">4.8%</td> </tr> <tr> <td data-bbox="472 683 741 754">20 to 29</td> <td data-bbox="741 683 1005 754">12.4%</td> <td data-bbox="1005 683 1274 754">14.3%</td> </tr> <tr> <td data-bbox="472 754 741 826">30 to 59</td> <td data-bbox="741 754 1005 826">41.3%</td> <td data-bbox="1005 754 1274 826">43%</td> </tr> <tr> <td data-bbox="472 826 741 898">60 to 74</td> <td data-bbox="741 826 1005 898">15.1%</td> <td data-bbox="1005 826 1274 898">11.6%</td> </tr> <tr> <td data-bbox="472 898 741 970">75 and over</td> <td data-bbox="741 898 1005 970">7.9%</td> <td data-bbox="1005 898 1274 970">5.9%</td> </tr> <tr> <td data-bbox="472 970 741 1034">Average Age</td> <td data-bbox="741 970 1005 1034">40.1</td> <td data-bbox="1005 970 1274 1034">37.1</td> </tr> </tbody> </table>			Headstone North – 10,093 residents	West Harrow – 10,373 residents	Under 16	18%	20.2%	16 to 19	5.2%	4.8%	20 to 29	12.4%	14.3%	30 to 59	41.3%	43%	60 to 74	15.1%	11.6%	75 and over	7.9%	5.9%	Average Age	40.1	37.1	
	Headstone North – 10,093 residents	West Harrow – 10,373 residents																									
Under 16	18%	20.2%																									
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60 to 74	15.1%	11.6%																									
75 and over	7.9%	5.9%																									
Average Age	40.1	37.1																									
Disability (including carers of disabled people)	<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>13.71% in total of respondents said that they had a disability.</p> <p>North Harrow Community Library would be fully accessible to those with a mobility disability, and would stock large print stock for those whose vision is affected.</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>	
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>Of those who responded to this question the vast majority (79.08%) had the same gender as they were assigned at birth, with only 1.02% not having the same gender as they were assigned at birth.</p>
Marriage / Civil Partnership	<p>The breakdown by marriage/civil partnership of respondents (1,176 responses in total) to the Library 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>Over twice as many of those who responded to this question (58.08%) were married/widowed compared to 25.68% who were not married/widowed.</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 in November 2014 to January 2015 were as follows:</p>	<p>A significant majority of those who responded to this question (65.05%) had not been pregnant and/or on maternity leave during the past 2 years, compared to 5.61% who had been pregnant.</p>

5.61% had been pregnant and/or on maternity leave during the past 2 years.

65.05% had not been pregnant and/or on maternity leave during the past 2 years.

29.34% did not respond to this question.

Census data (2011) shows the ethnic breakdown (percentages) for Headstone South Ward in which North Harrow Community Library would be situated:

<b>Ethnic Group</b>	<b>Headstone South Ward</b>
Asian or Asian British - Indian	24%
White British	31%
White – Other White	9%
Asian or Asian British – Other Asian	9%
Black or Black British - African	3%
Asian or Asian British - Pakistani	4%
White - Irish	3%
Black or Black British - Caribbean	3%
Arab	2%

Race

White British is the largest ethnic group for all the 3 Wards located nearest to the proposed community library. The second largest ethnic group is Asian or Asian British – Indian.

The community library will have stock available in English as well as a number of different Indic languages.

Mixed – White and Asian	2%
Mixed – Other Mixed	1%
Asian or Asian British - Chinese	1%

North Harrow Library is located close to the border with Headstone North and West Harrow Wards. The percentage ethnic breakdown for these wards are shown in the table below:

	Headstone North 10,093 residents	West Harrow 10,373 residents
	%	%
White British	39.1	32.3
White Irish	3.0	3.5
Other White	5.3	8.4
White and Black Caribbean	0.7	0.9
White and Black African	0.3	0.4
White and Asian	1.8	1.9
Other Mixed	1.0	1.2
<b>Asian or Asian British</b>		
Indian	26.6	22.6
Pakistani	3.4	3.6
Bangladeshi	0.3	0.5
Chinese	1.3	1.3
Other Asian	9.6	11.9



	<b>Black or Black British</b> African 1.9 Caribbean 2.3 Other Black 1.1  <b>Other ethnic group</b> Arab 0.8  <b>Any other ethnic group</b> 1.4	3.5 2.9 1.9  1.7  1.2		
Religion and Belief	<p>The breakdown by religion of respondents (1,176 responses in total) to the Library Service consultation carried out in November 2014 to January 2015 was as follows:</p> <p>Christianity – 34.18%</p> <p>Hinduism – 15.73%</p> <p>Islam – 5.78%</p> <p>Judaism – 4.76%</p> <p>Jainism – 2.89%</p> <p>Buddhism – 0.85%</p> <p>Sikh – 0.51%</p> <p>Zoroastrian – 0.17%</p> <p>No religion/Atheist – 13.69%</p>	<p>Of those respondents who indicated their religion, Christianity had the highest number (34.18%) followed by Hinduism (15.73%)</p>		

Sex / Gender	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%	Of those who responded there were 23.22% more females than males
Sexual Orientation		

### 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, complete a FULL EqIA.

- **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 <b>Stage 3</b> ?		
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.  <b>Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7</b>	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc <b>(Also Include these in the Improvement Action Plan at Stage 6)</b>
		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					
<b>8. Cumulative Impact</b> – Considering what else is happening within the				Yes	No

<p>Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>				
<p><b>9. Any Other Impact</b> – 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?</p> <p>If yes, what is the potential impact and how likely is it to happen?</p>	Yes		No	

**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	The Council will hold monthly partnership meetings with the NHCL for the first 6 months, and then quarterly for the rest of the agreement, to monitor the progress of the community library. NHCL has committed to regularly review its	When regular Partnership Meetings are held, and NHCL are fulfilling their commitments to ensure that the community library is meeting the needs of the diverse community in Harrow.	Tim Bryan	Ongoing

	membership, listen to its members, ensure that information about NHCL and its activities is promoted locally, meet with local agencies regarding possible new developments, and ensure that activities and services are varied to meet the needs of the diverse community.			

### Stage 7: Public Sector Equality Duty

- 10.** How do your proposals meet the Public Sector Equality Duty (PSED) 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 Community Library will provide a range of library services that will be available to the whole community in accordance with NHCL's Equal Opportunities Policy. The library activities that will be provided will enable people from different community groups to engage with each other.

### Stage 8: Recommendation

**11.** Which of the following statements best describes the outcome of your EqIA ( ✓ tick one box only)

<b>Outcome 1</b> – 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.	✓
<b>Outcome 2</b> – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are included in the Action Plan to be addressed.	
<b>Outcome 3</b> – 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. <b>(Explain this in Q12 below)</b>	

<b>12.</b> If your EqIA is assessed as <b>outcome 3</b> explain your justification with full reasoning to continue with your proposals.	N/A
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<b>Stage 9 - Organisational sign Off</b>			
<b>13.</b> Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	Community Directorate Equalities Task Group to review		
Signed: (Lead officer completing EqIA)	T. Bryan	Signed: (Chair of DETG)	D. Corby
Date:	23/01/17	Date:	23/01/17
Date EqIA presented at Cabinet Briefing (if required)		Signature of DETG Chair (following Cabinet Briefing if relevant)	