

**You will need to produce an Equality Impact Assessment (EqIA) if:**

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

## Equality Impact Assessment (EqIA)

<b>Type of Decision:</b>	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
<b>Title of Proposal</b>	Revised Library Service Opening Hours	<b>Date EqIA created</b> 05/09/18
<b>Name and job title of completing/lead Officer</b>	Tim Bryan – Service Manager, Libraries, Sport and Leisure	
<b>Directorate/ Service responsible</b>	Community/Environment and Culture	
<b>Organisational approval</b>		
<b>EqIA approved by Directorate Equality Task Group (DETG) Chair</b>	<p><b>Name</b> Dave Corby</p> <p style="font-size: 2em; font-weight: bold; margin: 0;">dave.corby @harrow.go v.uk</p> <div style="font-size: 0.8em; margin-top: 10px;">           Digitally signed by            dave.corby@harrow.gov.uk            DN:            cn=dave.corby@harrow.go            v.uk            Date: 2018.09.19 15:27:11            +01'00'         </div>	<input checked="" type="checkbox"/> <p><b>Tick this box to indicate that you have approved this EqIA</b></p> <p><b>Date of approval</b> 19/09/18</p>

**1. Summary of proposal, impact on groups with protected characteristics and mitigating actions**  
(to be completed after you have completed sections 2 - 5)

**a) What is your proposal?**

Options for revising library opening hours are proposed that will ensure that libraries are more accessible and open when public demand is greatest. This includes reducing library opening from 6pm to 8pm when it has been shown that the libraries are used less, and increasing Sunday opening. Each option would result in a reduction in staffing and result in staff savings. Options 1 and 2 would result in a saving of £100k. Option 3 would result in a saving of approximately £150k. These savings are based on a simplified model of working patterns.

The revised opening hours to be proceeded with will result in a reduction of 10 hours of opening hours at Gayton Library, and a reduction of 6.5 hours per week at Pinner and Roxeth libraries, and a reduction of 10.5 hours per week at Kenton and Stanmore libraries. All libraries will no longer have opening hours after 6pm, and will open at 10am rather than at 9.30am. There will be additional Sunday opening at Pinner and Roxeth libraries from 11am to 3pm. The Sunday opening hours at Gayton Library will change from the current 1pm to 5pm to 11am to 3pm as well. The revised opening hours will achieve a saving of approximately £100k per annum.

**b) Summarise the impact of your proposal on groups with protected characteristics**

For library customers there is no evidence that any of the protected characteristics will be particular impacted by the proposals. It is anticipated that the opening hours proposals will have a positive impact on children and families by making the libraries more accessible to these age groups by increasing Sunday opening. Library activities that were held after 6pm will be reviewed and moved to an alternative time where necessary. Arrangements can be made to enable evening events on occasion when required. For library staff the proposals to increase Sunday opening may have a minor negative impact on staff with carer responsibilities, those with particular religious beliefs, and female staff.

**c) Summarise any potential negative impact(s) identified and mitigating actions**

**No potential negative impacts identified for members of the public. There may be some staff that have carer responsibilities who may be impacted negatively by the increase in Sunday opening. There may be some library staff who may not wish to work on Sundays for religious reasons. Staff who have young children may also be impacted negatively by Sunday working. The mitigating actions are that staff will only be asked to work one Sunday per month and will have the opportunity to decide whether they wish to work their Sunday on the same weekend as they are working a Saturday. The decision to only open 3 libraries on a Sunday instead of the original proposal will help to enable staff to only work one Sunday a month, and a small number of Sundays only staff will be employed in addition. There may be the opportunity for some staff to reduce their hours so that they do not have to work on Sundays if there is a part-time member of staff who wishes to increase their hours permanently and is able to work on the relevant Sunday instead. Staff will also be able to arrange swops between themselves if they need to be off on a particular Sunday. Staff who may not wish to work Sundays for religious reasons would be reviewed on a case by case basis and appropriate arrangements would be made.**

<b>2. Assessing impact</b>																																
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to <a href="#">borough profile data</a> , <a href="#">equalities data</a> , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on <b>each</b> group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact																														
Protected characteristic	For <b>each</b> protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact																											
			Minor	Major																												
<b>Age</b>	<p>The resident population of Harrow according to the 2011 Census was 239,100. Census data by age for the whole borough was as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Age Group</th> <th>Total</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>0-4 year olds</td> <td>15,916</td> <td>4%</td> </tr> <tr> <td>5-17 year olds</td> <td>38,746</td> <td>16%</td> </tr> <tr> <td>18-24 year olds</td> <td>21,435</td> <td>9%</td> </tr> <tr> <td>25-49 year olds</td> <td>72,703</td> <td>30%</td> </tr> <tr> <td>50-59 year olds</td> <td>44,579</td> <td>19%</td> </tr> <tr> <td>60-74 year olds</td> <td>29,430</td> <td>12%</td> </tr> <tr> <td>75-89 year olds</td> <td>14,641</td> <td>6%</td> </tr> <tr> <td>90 years old</td> <td>1,606</td> <td>1%</td> </tr> </tbody> </table>	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	1,606	1%		<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
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	1,606	1%																														

And over

A customer survey of library users under 20 years of age was undertaken in 2015. There were 501 responses. The order of age ranges (highest first) of those who responded was as follows: 5-9 years old, 10-14 years old, 0-4 years old, 15-19 years old.

A customer survey of library users aged 20 year and over was undertaken in 2016. There were 234 responses. The order of age ranges (highest first) of those who responded as follows: 25-50 years old, 50-65 years old, Over 65 years old, 19-24 years old

The age breakdown of active users from the Library Management System in 2016 was as follows:

AGE	Total 2016
0-4	3874
5-11	8656
12-17	4241
<b>Total</b>	<b>16771</b>
18-35	8589
36-59	9523
<b>Total</b>	<b>18112</b>
60+	5908
No DoB	85
<b>Total</b>	<b>40876</b>

The largest age group was those aged 36-59 followed by those aged 5-11.

	<p>The proposed staffing restructure and revised opening hours would not have a negative impact on a specific age group. The libraries will still have opening hours outside of the normal working week with proposed increased Sunday opening to improve access. Whilst the proposals include a reduction in opening hours from 6pm to 8pm statistics have shown that the libraries are less used during these periods. It is anticipated that the opening hours proposals will have a positive impact on children and families by making the libraries more accessible to these age groups by increasing Sunday opening. Library activities that are currently held after 6pm will be re-arranged to a different time and day where required, with some additional late opening for one off events such as author talks as required.</p> <p>The age breakdown of library staff as at Oct 2018 was as follows (numbers of frontline staff in brackets):</p> <p>16-24 = 4 staff , 25-44 = 28 (25) staff , 45-64 = 36 (29) staff, 65+ = 2</p> <p>The largest age groups are those aged 45-64 and 25-44.. The staff restructure in connection with changes to opening hours will be carried out according to the Council's management of change policy and equalities policy. Staff consultation on the proposals was undertaken between 17<sup>th</sup> September 2018 and 12<sup>th</sup> October 2018. . The proposed changes in library opening hours may impact on staff with young children or those who have carer responsibilities due to the increased Sunday opening. The proposals would also, however, mean a reduction in the amount of evening opening beyond 6pm which would help with their family responsibilities.</p>				
--	--	--	--	--	--

<p><b>Disability</b></p>	<p>There are approximately 15,000 people aged 16 to 64 with moderate or serious physical disability living in Harrow and this number is predicted to increase to 16,000 by 2020. These trends are similar to those predicted for London with the largest proportion increases being in the 55 to 64 age group (Harrow Joint Strategic Needs Assessment 2015-20). The total population aged 18-64 in Harrow predicted to have a learning disability in 2017 is 3,466 (Information taken from: <a href="http://www.pansi.org.uk">www.pansi.org.uk</a>).</p> <p>The estimated prevalence of special educational needs in Harrow has remained consistent over time (2.6%) and is lower than the London (2.7%) and England average (2.8%). The number per 1,000 of children with moderate learning disabilities in Harrow is lower than the London average but higher for children with severe learning disabilities.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--	--------------------------	--------------------------	--------------------------	-------------------------------------



	<p>Approximately 180 children are reported to be deaf in Harrow and known to services. The number of blind children and young people between 0 and 17 known to Harrow council (i.e. registered) is 20 and the number who are partially sighted is 30 (figures correct as of 2013/14).</p> <p>The 2011 census showed there were 24,620 carers in Harrow, an increase of over 4,000 (almost 20%) from ten years earlier. The reasons for providing care vary and can include more than one reason. In the Harrow Carers' Survey, the 3 out of 5 carers were caring for someone with a physical disability. 45% of Harrow carers were caring for an older person which is significantly higher than the national average. Around 1 in 5 were caring for someone with a mental health problems and a similar proportion for someone with a learning disability. It is difficult to estimate the number of young carers although the 2011 Census shows 2,272 self-declared young carers aged 0 – 24 years old in Harrow. The vast majority of these are hidden, i.e. not known to social care or receiving any support (Harrow Joint Strategic Needs Assessment 2015-20).</p> <p>In the adult customer satisfaction survey undertaken in 2016, the breakdown by disability was as follows:</p> <p>Disability affecting mobility – 3.85%</p> <p>Disability affecting vision – 2.14%</p> <p>Disability affecting hearing – 1.71%</p> <p>Mental health disability – 1.71%</p> <p>Learning disability – 0.85%</p> <p>Other disability – 0.85%</p> <p>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%,</p>				
--	--	--	--	--	--

	<p>Dexterity Disability = 0.10%, Eyesight Disability = 1%, Learning Disability = 1%, Other Disability = 4%.</p>				
	<p>2 library staff said that they had a disability in October 2018 – both frontline staff. Reasonable adjustments will continue to be made for any staff that have a disability as is currently the case including taking into account a member of staff's specific disability when deciding on which library that person would be based at and which libraries they would be able to provide staffing relief to. The staff restructure will be carried out according to the Council's management of change policy and equalities policy. It is not envisaged that there will be any redundancies.</p> <p>The proposed staffing restructure and revised opening hours would not have a negative impact on those with a disability. The libraries will continue to have the same physical access for those with a disability as currently. The libraries will still have opening hours outside of the normal working week with proposed increased Sunday opening to improve access. Whilst the proposals include a reduction in opening hours from 6pm to 8pm statistics have shown that the libraries are less used during these periods. It is anticipated that the opening hours proposals will make the libraries more accessible to children and families by increasing Sunday opening. Library activities that are currently held after 6pm will be re-arranged to a different time and day where required, with some additional late opening for one off events such as author talks as required.</p>				

<p><b>Gender reassignment</b></p>	<p>The only data Harrow currently has on Gender Reassignment is via the Analysis of demand from housing applicants (via Locata): 1 (0.02%) housing applicant has indicated that they are transgender. (Data as at April 2014).</p> <p>In the adult library customer satisfaction survey undertaken in 2016, 98% said that they had the same gender identity as that assigned at birth, and 2% said that they did not.</p> <p>. With regard to any staff that may fall into this protected characteristic the staff restructure in connection with changes to opening hours will be carried out according to the Council's management of change policy and equalities policy.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
-----------------------------------	--	--------------------------	--------------------------	--------------------------	-------------------------------------

	<p>The proposed staffing restructure and revised opening hours would not have a negative impact on this protected characteristic. The libraries will still have opening hours outside of the normal working week with proposed increased Sunday opening to improve access. Whilst the proposals include a reduction in opening hours from 6pm to 8pm statistics have shown that the libraries are less used during these periods. It is anticipated that the opening hours proposals will make the libraries more accessible to children and families by increasing Sunday opening. Library activities that are currently held after 6pm will be re-arranged to a different time and day where required, with some additional late opening for one off events such as author talks as required.</p>				
<p><b>Marriage and Civil Partnership</b></p>	<p>Census data: Harrow has a very high percentage of married couples, with 53.7% of residents aged 16 and older declaring they were in a marriage in 2011. This is above the national level of 46.6%. There was a 27% increase in the number of married people living in Harrow between 2001 and 2011 (Office for National Statistics, 2001 and 2011). Between their inception and January 2012, 107 civil partnership ceremonies took place in Harrow.</p> <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>The proposed staffing restructure and revised opening hours would not have a negative impact on this protected characteristic. The libraries will still have opening hours outside of the normal working week with proposed increased Sunday opening to improve access. Whilst the proposals include a reduction in</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>opening hours from 6pm to 8pm statistics have shown that the libraries are less used during these periods. Library activities that are currently held after 6pm will be re-arranged to a different time and day where required, with some additional late opening for one off event such as author talks as required.</p> <p>In October 2018 13 (12 frontline staff) staff indicated that they were married, and 12 staff (10 single staff) that there were single. 1 member of staff (a frontline member of staff) was in a Civil Partnership, and 1 member of staff was separated (a frontline member of staff). The staff restructure will be carried out according to the Council's management of change policy and equalities policy. It is not envisaged that there will be any redundancies.</p>				
--	--	--	--	--	--

<p><b>Pregnancy and Maternity</b></p>	<p>Census data 2011: There has been a 32% (+3,900) increase in 0-4 year olds since 2001. There are pockets of high concentration in central and south-west Harrow.</p> <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>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>The proposed staffing restructure and revised opening hours would not have a negative impact on this protected characteristic. The libraries will still have opening hours outside of the normal working week with proposed increased Sunday opening to improve access. Whilst the proposals include a reduction in opening hours from 6pm to 8pm statistics have shown that the libraries are less used during these periods. Library activities that are currently held after 6pm will be re-arranged to a different time and day where required, with some additional late opening for one off events such as author talks as required.</p> <p>With regard to any staff falling within this protected characteristic the staff restructures in connection with changes to opening hours will be carried out according to the Council's management of change policy and equalities policy.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---------------------------------------	---	--------------------------	--------------------------	--------------------------	-------------------------------------

**Race/  
Ethnicity**

Census data (2011) shows the ethnic breakdown for Harrow to be as follows:

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%

In the adult customer satisfaction survey undertaken in 2016 the breakdown by main race group out of the 234 who responded was as follows:

Ethnic breakdown	Total
White/White British English	86
Asian/Asian British Indian	68
Other	22
Asian/Asian British Other	12
White/White British Other	8
Asian/Asian British Chinese	7

The proposed staffing restructure and revised opening hours would not have a negative impact on this protected characteristic. The libraries will still have opening hours outside of the normal working week with proposed increased Sunday opening to improve access. Whilst the proposals include a reduction in opening hours from 6pm to 8pm statistics have shown that the libraries are less used during these periods. Library activities that are currently held after 6pm will be reviewed.

The breakdown by main ethnic group of all library staff as March 2018 was as follows: 22 staff - White or White British - English; 12 staff - Asian/Asian British – Indian; 7 staff – Any Other Background; 3 staff – Black or Black British - Caribbean; 3 staff - Black/Black British – African; 3 staff - Asian or Asian British – Chinese; 3 staff Asian or Asian British – Afghan. The staff restructure in connection with changes to opening hours will be carried out according to the Council's management of change policy and equalities policy.

<p><b>Religion or belief</b></p>	<p>Harrow is Britain's most religiously diverse community and enjoys the Country's highest density of Gujarati Hindus and Sri Lankan Tamils, alongside significant Muslim, Jewish and Christian communities. The Greater London Authority (GLA) Diversity Indices rank Harrow seventh highest nationally for ethnic diversity and second for religious diversity.</p> <p>In the adult customer satisfaction survey undertaken in 2016 the breakdown by main religious groups out of the 234 who responded was as follows:</p>																										
	<table border="1"> <thead> <tr> <th>Religious breakdown</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Atheist/Agnostic</td> <td>18</td> </tr> <tr> <td>Christianity (All denominations)</td> <td>95</td> </tr> <tr> <td>Hinduism</td> <td>21</td> </tr> <tr> <td>Islam</td> <td>21</td> </tr> <tr> <td>Other</td> <td>12</td> </tr> <tr> <td>Judaism</td> <td>3</td> </tr> <tr> <td>Zoroastrian</td> <td>3</td> </tr> <tr> <td>Jainism</td> <td>5</td> </tr> <tr> <td>Sikh</td> <td>7</td> </tr> <tr> <td>Buddhism</td> <td>5</td> </tr> </tbody> </table>	Religious breakdown	Total	Atheist/Agnostic	18	Christianity (All denominations)	95	Hinduism	21	Islam	21	Other	12	Judaism	3	Zoroastrian	3	Jainism	5	Sikh	7	Buddhism	5				
	Religious breakdown	Total																									
	Atheist/Agnostic	18																									
	Christianity (All denominations)	95																									
	Hinduism	21																									
	Islam	21																									
	Other	12																									
	Judaism	3																									
	Zoroastrian	3																									
	Jainism	5																									
	Sikh	7																									
Buddhism	5																										
<p>The proposed staffing restructure and revised opening hours would not have a negative impact on this protected characteristic. The libraries will still have opening hours outside of the normal working week with proposed increased Sunday opening to improve access. Whilst the proposals include a reduction in opening hours from 6pm to 8pm statistics have shown that the libraries are less</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							



	<p>used during these periods. Library activities that are currently held after 6pm will be re-arranged to a different time and day where required, with some additional late opening for one off event such as author talks as required.</p> <p>In October 2018 the breakdown of all library staff by main religious group was as follows: Christianity = 11 staff (10 frontline staff), Hinduism = 4 staff, Judaism = 1 staff, Sikh = 1 staff, No religion = 5 staff. The staff restructure will be carried out according to the Council's management of change policy and equalities policy. It is not envisaged that there will be any redundancies. Some staff may feel unable to work on Sundays due to their religious beliefs. This will be reviewed on a case by case basis if this situation arises and appropriate arrangements would be made. The reduction in opening hours, as part of the revised opening hours, beyond 6pm may be beneficial to some staff of a particular religious belief during particular religious festivals.</p>				
--	---	--	--	--	--

<p><b>Gender</b></p>	<p>Census data: In 2011, 49.4% of Harrow residents were male and 50.6% are female. This is very similar to the national profile, but the number of males in Harrow has slightly increased since 2001 (Office for National Statistics, 2001 and 2011).</p> <p>In the adult survey undertaken in 2016 43% of respondents were male, and 57% female.</p> <p>The proposed staffing restructure and revised opening hours would not have a negative impact on this protected characteristic. The libraries will still have opening hours outside of the normal working week with proposed increased Sunday opening to improve access. Whilst the proposals include a reduction in opening hours from 6pm to 8pm statistics have shown that the libraries are less used during these periods. Library activities that are currently held after 6pm will be re-arranged to a different time and day where required, with some additional late opening for one off events such as author talks as required.</p> <p>In October 2018 52 staff (45 frontline staff) indicated that they were female, and 17 staff (15 frontline staff) that they were male. Female staff who have young children may be impacted by the increase in Sunday opening hours, although the proposed decrease in opening hours beyond 6pm is likely to assist staff who have family commitments. The staff restructure will be carried out according to the Council's management of change policy and equalities policy. It is not envisaged that there will be any redundancies.</p>	<input type="checkbox"/>	<p><b>X</b></p>	<input type="checkbox"/>	
<p><b>Sexual Orientation</b></p>	<p>Although sexual orientation is a protected characteristic under equalities legislation, there is no robust data on the numbers of lesbians, gay men and bisexuals in the population as no national census has ever asked people to define their sexuality. The Government estimates that 5-7% of the population are lesbians, gay men or bisexual. Stonewall, a UK charity supporting LGB rights,</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>agrees with this estimate.</p> <p>.</p> <p>In the Adult Customer Survey undertaken in 2016, 77.35% of those who responded were heterosexual, 5.13% were bisexual, and 0.43% were gay/lesbian</p> <p>With regard to any staff falling within this protected characteristic the staff restructure will be carried out according to the Council's management of change policy and equalities policy.</p>				
--	--	--	--	--	--

**2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?**

Yes                      No   

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

**2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?**

Yes                      No

If you clicked the Yes box, Include details in the space below

### 3. Actions to mitigate/remove negative impact

**Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.**

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for <b>each</b> group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer
--	--	---	---------------	--------------

<p>Potential minor impact caused by the increase in Sunday opening for library staff who have carer responsibilities</p>	<p>Library staff will only be asked to work one Sunday per month and will be given flexibility as to whether the Sunday is to be worked on the same weekend that they are working a Saturday or not. Some Sunday only staff will be employed to enable this. There may be the opportunity for some staff to reduce their hours so that they do not have to work on Sundays if there is a part-time member of staff who wishes to increase their hours permanently and is able to work on the relevant Sunday instead. Staff will also be able to arrange swaps between themselves if they need to be off on a particular Sunday.</p>	<p>Timetables have been developed for the confirmed revised opening hours and staffing structure that only involve staff working one Sunday per month, and staff have had the option of whether they work their Sunday on the same weekend as they work their Saturday or not. A clear procedure is in place for staff to arrange swaps between themselves if they need to be off on a particular Sunday.</p>	<p>Nov 2018</p>	<p>Tim Bryan</p>
--	--	---	-----------------	------------------

<p>Potential minor negative impact for library staff who because of religious reasons may not be willing to work on Sundays</p>	<p>Each situation would be reviewed on a case by case basis, and the Library Service will make appropriate arrangements. Library staff will only be asked to work one Sunday per month and will be given flexibility as to whether the Sunday is to be worked on the same weekend that they are working a Saturday or not. Some Sunday only staff will be employed to enable this. There may be the opportunity for some staff to reduce their hours so that they do not have to work on Sundays if there is a part-time member of staff who wishes to increase their hours permanently and is able to work on the relevant Sunday instead.</p>	<p>Timetables have been developed for the confirmed revised opening hours and staffing structure that only involve staff working one Sunday per month. Whether suitable arrangements have been made for staffs that are not willing to work on Sundays for religious reasons.</p>	<p>Nov 2018</p>	<p>Tim Bryan</p>
<p>Potential minor impact for female staff who have young children due to the proposed increase in Sunday working</p>	<p>Library staff will only be asked to work one Sunday per month and will be given flexibility as to whether the Sunday is to be worked on the same weekend that they are working a Saturday or not. Some Sunday only staff will be employed to enable this. There may be the opportunity for some staff to reduce their hours so that they do not have to work on Sundays if there is a part-time member of staff who wishes to increase their hours permanently and is able to work on the relevant Sunday instead. Staff will also be able to arrange swops between themselves if they need to be off on a particular Sunday.</p>	<p>Timetables have been developed for the confirmed revised opening hours and staffing structure that only involve staff working one Sunday per month, and staff have had the option of whether they work their Sunday on the same weekend as they work their Saturday or not. A clear procedure is in place for staff to arrange swaps between themselves if they need to be off on a particular Sunday.</p>	<p>Nov 2018</p>	<p>Tim Bryan</p>

#### 4. Public Sector Equality Duty

How does your proposal 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

#### Include details in the space below

The proposed staffing restructure and revision to opening hours will help to ensure that the future Library Service meets the needs of all the community including all ages, ethnic and religious groups, and all the other protected characteristics listed above bringing communities together in neutral spaces.

#### 5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

##### Outcome 1

**No change required: the EqIA has not identified any disproportionate impact and all opportunities to advance equality of opportunity are being addressed**

##### Outcome 2

**Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4**

##### Outcome 3

**This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.**

Include details here