

Equality Impact Assessment Template – Stage Two

Please complete this template if completion of the Stage 1 template has identified that a full Equality Impact Assessment is required.

Before proceeding with the Stage 2 Equality Impact Assessment, you should discuss the scope of the analysis with service managers in your area. You will also need to refer to the equality impact assessment guidance.

Name of item being assessed:	Reduction in Mobile Library Service
Version and release date of item (if applicable):	V1
Owner of item being assessed:	Mike Brook
Name of assessor:	Mike Brook
Date of assessment:	7 January 2016
Date Stage 1 EIA completed:	8 October 2015

STEP 1 – Scoping the Equality Impact Assessment

1. What data, research and other evidence or information is available which will be relevant to this Equality Analysis? Please tick all that apply.

Service Targets		Performance Targets	
User Satisfaction	Yes	Service Take-up	Yes
Workforce Monitoring		Press Coverage	
Complaints & Comments	Yes	Census Data	
Information from Trade Union		Community Intelligence	Yes
Previous Equality Impact Analysis		Staff Survey	
Other (please specify) Public consultation			Yes

2. Please provide details on how you have used the available evidence, information you have selected as part of your Impact Assessment?

Considered 256 comments returned from public consultation on proposed library cuts (Dec 2015), take-up of recent Library Service Customer Survey (Sep 2015), and general service KPIs such as issues, visits and enquiries.

3. If you have identified any gaps in relation to the above question, please detail what additional research or data is required to fill these gaps? Have you considered commissioning new data or research? If 'No' please proceed to Step 2.

No.

STEP 2 – Involvement and Consultation

1. Please use the table below to outline any previous involvement or consultation with the appropriate target groups of people who are most likely to be affected or interested in this policy, strategy, function or service	
Target Groups	Describe what you did, with a brief summary of the responses gained and links to relevant documents, as well as any actions
Age – relates to all ages	September/October 2015 - Customer survey of adults (14+) across all libraries in West Berkshire. 78% of Mobiles respondents were 65+, indicating this proposal would impact more on older residents.
Disability - applies to a range of people that have a condition (physical or mental) which has a significant and long-term adverse effect on their ability to carry out 'normal' day-to-day activities. This protection also applies to people that have been diagnosed with a progressive illness such as HIV or cancer.	29% of Mobiles respondents considered themselves to have a disability, indicating a potentially greater impact on people with disabilities.
Gender reassignment - definition has been expanded to include people who chose to live in the opposite gender to the gender assigned to them at birth by removing the previously legal requirement for them to undergo medical supervision.	
Marriage and Civil partnership –.protects employees who are married or in a civil partnership against discrimination. Single people are not protected.	
Pregnancy and Maternity - protects against discrimination. With regard to employment, the woman is protected during the period of her pregnancy and any statutory maternity leave to which she is entitled. It is also unlawful to discriminate against women breastfeeding in a public place	
Race - includes colour, caste, ethnic / national origin or nationality.	
Religion and Belief - covers any religion, religious or non-religious beliefs. Also includes philosophical belief or non-belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.	

Sex - applies to male or female.	Customer survey – 77% of Mobiles respondents were female, indicating a potentially greater impact on female customers.
Sexual Orientation - protects lesbian, gay, bi-sexual and heterosexual people.	

2. Who are the main stakeholders and what are their requirements?

Members of the public requiring access to a library, mainly for book borrowing, who are isolated or otherwise unable to access a static library.

Library staff wish to have the resources to meet public demand effectively.

3. Amongst the identified groups in the previous question, what does your information tell you about the potential take-up of resulting services?

Most existing customers can be accommodated on revised schedules to run from the one remaining Mobile. This will result in fewer stops with some customers required to travel slightly further to the library.

Those customers with additional needs, eg physically disabled or frail, can be served by the At Home Library Service as long as a sufficient number of extra Volunteers can be recruited.

Library staff will be more stretched by the new service.

STEP 3 – Assessing Impact and Strengthening the Policy

What will be done to improve access to and take-up of, or understanding of the policy, strategy, function or service? (these are the measures you will take to mitigate against adverse impact)

Revision of Mobile visits schedules to fit all stops onto one vehicle.

Recruitment drive for suitable volunteers to deliver books to customers at home.

STEP 4 – Procurement and Partnerships

Is this project due to be carried out wholly or partly by contractors? No (please delete)

If 'yes', have you done any work to include equality considerations into the contract already? Specifically you should set out how you will make sure that any partner you work with complies with equality legislation.

No

STEP 5 – Making a Decision

Summarise your findings and give an overview of whether the policy, strategy, function or service will meet the authority's responsibilities in relation to equality and support the Council's strategic outcomes?

The proposal allows a suitably efficient and effective Mobile Library Service to be maintained.

STEP 6 – Monitoring, Evaluating and Reviewing

Before finalising your action plan, you must identify how you will monitor the policy/function or the proposals following the Equality Impact Assessment and include any changes of proposals you are making.

What structures are in place to monitor and review the impact and effectiveness of the new policy, strategy, function or service?

Through the usual service KPIs we will monitor levels of visits and borrowing from the Mobile Library, and also the use levels of the At Home Library Service.

STEP 7 – Action Plan

Any actions identified as an outcome of going through Steps 1-6 should be mapped against the headings within the Action Plan. You should also summarise actions taken to mitigate against adverse impact.

	Actions	Target Date	Responsible post holder & directorate
Involvement & consultation	Summary of Responses to public consultation submitted, recommending to proceed with proposal,	4 January 2016	Library Service Manager, Environment
Data collection	N/A	N/A	N/A
Assessing impact	Revision of Mobile visits schedules to fit all stops onto one vehicle. Recruitment drive for suitable volunteers to deliver books to customers at home.	N/A	N/A
Procurement & partnership	N/A	N/A	N/A
Monitoring, evaluation and reviewing	Review normal service KPIs	Quarterly	Library Service Manager, Environment

STEP 8 – Sign Off

The policy, strategy or function has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Assessor		
Name: Mike Brook	Job Title: Library Service Manager	Date: 20 Jan 2016

Service Director or Senior Officer (sign off)		
Name:	Job Title:	Date:

Please email a copy of the EIA to Rachel Craggs, Principal Policy Officer (Equality & Diversity): Rachel.craggs@westberks.gov.uk